Certified as a Regulat n (or as Regulations) of the (Signature

MAIN OFFICE SACRAMENTO 616 K STREET (14)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3) Harl Marten

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 September 3, 1947

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN 1680 NORTH VINE STREET LOS ANGELES

MRS. RUBY BACIGALUPI

1870 JACKSON STREET SAN FRANCISCO JOHN C. CUNEO

JOHN C. CUNEO 922 J STREET MODESTO

GERALD C. KEPPLE 135 NORTH BRIGHT AVENUE WHITTIER

REV. THOMAS H. MARKHAM 409 NATIVE SONS' BUILDING SACRAMENTO

> JOHN T. MARTIN 1170 SEVENTH AVENUE SAN DIEGO

MRS. JESSIE S. WILLIAMSON 2816 OAK KNOLL TERRACE BERKELEY

IN REPLY PLEASE REFER TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations made by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 308 (Fiscal) (Emergency Regulation)
DEPARTMENT BULLETIN NO. 309 (WS) (Emergency Regulation)
DEPARTMENT BULLETIN NO. 310 (OAS) (Emergency Regulation)

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG Director Department of Social Welfare

SACRAMENTO, CALIF.
SACRAMENTO, CALIF.
1947 SEP 4 PM | 4574
FRANKM. JORDAN STATEMENTO SECRETARY OF SECRETARY OF

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STATE OF CALIFORNIA DEPARTMENT OF SOCIAL WELFARE

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616 K STREET SACRAMENTO 14

July 22, 1947

FILED

In the office of the Secretary of State of the State of Galifornia

SEP 4 - 1947

FRANK M. JORDAN; Secretary of State

By Trailer 7.

DEPARTMENT BULLETIN NO. 308 (FISCAL)

TO: COUNTY BOARDS OF SUPERVISORS COUNTY WELFARE DEPARTMENTS COUNTY AUDITORS

Subject: Fiscal Procedures

Civilian War Assistance

Department Bulletin No. 305 (WS), dated July 10, 1947, notified of the continuation of Civilian War Assistance funds.

The Federal Social Security Administration has informed expenditures for commitments made prior to July 1, 1947, and subsequent to June 30, 1947, shall be reported on separate claims and affidavits.

Expenditures made after June 30, 1947, to liquidate commitments for goods or services chargeable to periods prior to July 1, 1947, shall be claimed on separate War Service Affidavits and Claims and not comingled with expenditures for commitments made on or after July 1, 1947.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

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STATE OF CALIFORNIA DEPARTMENT OF SOCIAL WELFARE

616 K STREET SACRAMENTO 14

August 11, 1947

FILED

In the office of the Secretary of State of the State of California

SFP 4 - 1947

FRANK M. JORDAN, Secretary of State

By Branks 7.

DEPARTMENT BULLETIN NO. 309 (WS)

TO: COUNTY BOARDS OF SUPERVISORS COUNTY WELFARE DEPARTMENTS COUNTY AUDITORS

Subject: Civilian War Assistance Program--

Plans for Liquidation

Notification has been received from the Social Security Administration that the Civilian War Assistance program for the current fiscal year will be limited largely to temporary assistance, not to exceed three months, to newlyarrived repatriates. The request to Congress for a continuation of the program was made on the basis that the repatriation program of the Department of State had been delayed and prolonged by conditions in Europe. The repatriation program, however, appears to be continuing at an undiminished rate and the prospects are that it will continue throughout the fiscal year. Due to the unsettled situation in Europe, the Department of State has periodically revised its estimates of the volume of activity that can be anticipated. As additional information becomes available the numbers to be repatriated increase and the period of time required necessarily lengthens. The availability of shipping also is a significant factor.

Because of the limited amount of funds, it is necessary to apportion funds and establish controls so that the program can be liquidated in an equitable and efficient manner and at the same time sufficient funds can be available at all times for the reception of newly-arrived repatriates.

In order to accomplish liquidation by June 30, 1948, with the best use of available funds, the following changes in policy in the Civilian War Assistance program are effective:

- 1. Requests for return transportation to the Philippines and Hawaii must be filed with the county welfare department by eligible persons by October 1, 1947.
- 2. Assistance and/or service to individuals eligible under the program may be granted for a period not exceeding three months. If a recipient moves from one county to another within the State, total aid from both counties should not be given for a period exceeding three months.
- 3. In exceptional situations, where no other arrangements are possible, assistance and/or service may be continued beyond three months only if authorized by the Social Security Administration.

In order to effectuate changes in policy outlined above, an immediate review of all cases active on July 31, 1947 will be made by the Counties and the State Department of Social Welfare. In the light of limited funds, cases now active three months or longer must be discontinued as soon as a plan can be made, but assistance may not continue beyond September 30, 1947. In those current

cases where the continuation of assistance beyond September 30, 1917 appears necessary, a summary of the case will be prepared for presentation to the Social Security Administration for approval of continuing assistance. Approval will be given only when no other satisfactory plan can be made.

Applications for assistance and/or service made after July 31, 1947, in which it appears assistance beyond the three months limit will be necessary, will be referred to the State Department of Social Welfare at the end of the first 30 day period in which assistance has been granted. The referral should include a full statement of the problem and the reasons why continuation of assistance is indicated. These referrals will be submitted to the Social Security Administration for consideration, and aid may be granted after the three months period only upon their approval.

Very sincerely yours,

Cim Willening

CHARLES M. WOLLENBERG, Director Department of Social Welfare

CHARLES M. WOLLENBERG

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

616 K STREET SACRAMENTO 14 August 15, 1947

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FILED
In the office of the Secretary of State
of the State of California

SEP 4 - 1947

FRANK M. JORDAN, Secretary of State

Rumally 4. Frank

Deputy

DEPARTMENT BULLETIN NO. 310 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject:

Identification of OAS
Budget and Excess Need
Cases

The State Department of Social Welfare recommended in Circular Letter 358 (OAS), dated December 31, 1946, that county welfare departments identify Old Age Security budget and excess need cases on Monthly Claims (Form Ag 801). Counties which did not find it practicable to utilize this system were urged to devise a system which would readily identify budget and excess need cases by State case number, on a current basis.

Accurate counts of these cases are currently needed in connection with administrative planning. Moreover, it is expected that in the very near future some review of cases in these categories will have to be undertaken in order to answer certain questions raised by the Social Security Administration.

Counties will be requested to submit periodic reports on the number of budget and excess need cases in their caseloads. From time to time, listings of cases, from which samples can be selected, may be requested in preparation for administrative study. Counties utilizing the claim as a means of identifying such cases will not be required to submit reports or listings described above.

All counties are required to have some plan in operation by October 1, 1947, which will readily identify budget and excess need cases by State case number, on a current basis.

Counties which have devised a plan for identifying budget and excess need cases different than the one recommended by the State Department (i.e., identification on claim) are requested to submit a description of this procedure by September 15, 1947, to the Bureau of Research and Statistics, 616 K Street, Sacramento 14.

Very sincerely yours,

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CHARLES M. WOLLENBERG, Director Department of Social Welfare MAIN OFFICE SACRAMENTO 616 K STREET

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET EARL WARREN GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG DIRECTOR

September 5, 1947

FILED

in the office of the Secretary of State of the State of California

SEP 5- 1947

FRANK M. JOHDAN, Secretary of State

By Society Sordan
Assistant Secretary of State

1297

MANUAL LETTER NO. 108

The attached revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers canceled on the separators of the revised chapters. Revision numbers are as follows:

Purpose and General Provisions	Revisions 39 thru 43
Residence	Revision 57
Real Property	Revisions 67 thru 73
Personal Property	Revisions 66 thru 78
Income	Revision 56
Amount of Grant	Revisions 68 thru 98
Institution Inmates	" 45 thru 47
Blindness	" 18 and 19
Applications	" 44 thru 52
Investigation and Decision	" 147 thru 163
Continuing Services	" 173 thru 198
Statistical Procedures	" 64 and 65
Financial Procedures	" 241 thru 284

These revisions were approved by the Social Welfare Board on July 24, 1947, or on August 22, 1947. All changes in rules and regulations in the attached material resulting from legislation enacted at the 1947 session of the Legislature will become operative as of September 19, 1947, except the following: The increase in OAS grant to \$60 per month with the state paying six-sevenths was effective August 1, 1947. Increases in the grant in ANB-APSB and in ANC become operative as of October 1, 1947. All sections warrant careful study because of the many changes brought about by legislation.

Sec. 101-00 has been revised to include changes in the provisions of the W & I Code made by 1947 Legislature and Sec. 101-03 has been eliminated to avoid duplication.

Sec. 129-00 of the Residence Chapter has been revised in line with changed requirements of residence proof in ANB and APSB.

Secs. 130-00, 131-05, 132-00, 132-03, 132-30, 134-10, and 139-00 of the Real Property Chapter have been revised. The limitations on ownership of real property have been increased in all three aids. In ANB and APSB, proceeds from involuntary conversion of real property into personal property under certain conditions is now to be considered real property for one year.

Secs. 140- 141-00, 141-05, 142-00, 142-(142-10, 142-25, 143-05, 143-10, 143-83, 144- , and 146-00 of Personal Proper Chapter have been revised. In ANB, APSB, and ANC the limitations on personal property holdings have been raised. In ANB and APSB, personal property no longer includes value of interment plots, burial insurance or money set aside under contract for burial if the amount involved does not exceed \$500. In ANC, the term personal property no longer includes the cash surrender value of insurance on the life of parents or children which has been in effect five years and which does not exceed \$1,000 in value, and no policy may be valued at more than the cash surrender value.

Sec. 150-00 of the Income Chapter has been revised to include the new maximum grant amounts for OAS, ANB, and APSB and the provision in ANC, that premiums paid on life insurance are not considered income or resources to a child or his parents and no deduction shall be made for same.

Secs. 155-05, 155-15, 155-20, 155-25, 155-30, 155-60, 156-05, 156-15, 156-20, 156-25, 156-30, 156-40, 156-50, 157-05, 157-15, 158-00, 158-10, and 158-20 of the Amount of Grant Chapter have been revised and also now includes material formerly in Sec. 158-30 which section has been deleted. Most of the changes made in these sections are due to increases in amount of grant in the three aid programs. The new OAS budget figures have been included,

In the Institution Inmates Chapter Secs. 160-00, and 161-05 have been revised and Sec. 161-08 added. In Sec. 161-05 reference to ANC has been deleted. The new Sec. 161-08 defines public and private institutions in ANC. Sec. 163-00 contains a revision regarding eligibility of inmates in certain types of institutions.

Sec. 180-25 of the Blindness Chapter has been revised to provide for payment by the county of eye examinations required by SDSW.

Secs. 200-00, 201-25, 202-20, 215-00, and 215-05 of the Applications Chapter have been revised. Under the revised policy in ANB and APSB no new application shall be required in instances of requested restoration within one year from date of discontinuance, and there is some modification of the information required at time of application. Sec. 215-00 contains changes relative to restoration of aid. Sec. 201-05 requires that on request the county shall mail application blank to any person in the county under the ANB-APSB programs.

In the Investigation and Decision Chapter the following sections were revised: 230-00, 230-25, 230-90, 232-00, 232-10, 234-00, 235-00, 237-10, 237-50, 237-75, and 250-10. The revisions in Sec. 237-75 are based on changes being made on the Form CA 201 which revised form will shortly be issued. A major change is found in Sec. 230-90 on investigation of applications in OAS after discontinuance for employment since this now involves the investigation of "conditional restoration cases". There are also modifications in the procedure to be followed in securing responsible relative statements in OAS, ANB, and APSB, and in the instructions for completing the certificate of eligibility. Sec. 230-95 is a new section covering investigation of request for restoration after discontinuance in ANB, APSB.

Secs. 351-15, 351-20, 351-30, 351-50, 361-10, 361-20, 361-25, 361-30, 361-40, 361-50, 361-80, 362-05, 362-25, 362-30, and 363-05 have been revised and Sec. 361-22 has been added. The revisions in Sec. 363-05 pertain to new requirements for recording on the Form CA 232 under the new ANC financial participation base (see Circular Letter No. 374). While many of the changes in these sections are due to change in the amount of grant in OAS, ANB, and APSB, a major change is found in the new Sec. 361-22 which includes investigation of conditional restorations in OAS. Investigation requirements for other restorations formerly contained in Sec. 215-00 are now found in Sec. 361-20. When an OAS recipient so requests it is now mandatory that within ten days he be given a statement covering the items of his budget. (See Sec. 361-80, Continuing Services now includes investigation of burial trust funds in ANB and APSB (See Secs. 144-08 and 351-20) as well as some revisions in instructions for completing the notice of change in all programs.

-2-

Secs. 563-36 and 563-46 of Statistical Procedures Chapter were also revised. The many changes in the Financial Procedures Chapter are included in the following sections: 600-00, 611-50, 611-55, 611-60, 611-70, 611-95, 626-20, 626-40, 626-15, 626-50, 627-10, 627-20, 627-25, 627-30, 627-40, 627-45, 627-50, 627-85, 628-05, 655-00, 655-50, 672-25, 672-50, 673-50, and 674-10 which have been revised and in Sec. 670-88 which is new. A number of important changes are involved in these sections because of the increases on grants and include such matters as conditional restorations in OAS, initial payments, suspensions, and date of duplicate warrants. Revisions to sections containing forms will be released as soon as possible and revised examples will be shown.

Some of the changes incorporated in the attached revisions were not due to legislative enactment and are effective immediately. Sec. 361-25, now includes a statement previously appearing elsewhere in the manual regarding Federal participation on appeals adjusted without hearing by the SSWB.

Sec. 361-30 includes an important change in policy to the effect that initial warrants may not be suspended. Sec. 626-45 includes a revised statement on the amount of Federal participation available on suspended warrants.

Secs. 673-50, 674-10, and 626-20 include revisions to provide for use of one form (ABC 803) to report collections and adjustments instead of separate forms for each aid. Sec. 627-25 is changed to include the statement that the amount of institutional subvention is based on the state share of the grant in the month in which the recipient entered the institution, and that subsequent changes in the maximum grant or sharing ratios in no way effect the amount of subvention to be claimed. Sec. 672-50 as revised contains material formerly contained in Bulletins 295 and 297.

The following bulletins are now obsolete: In OAS-Bulletins 302 and 306; in ANB - Bulletin 299; 3 Aids - Bulletins 295 and 297.

101-00

(THIS CHART IS N	OT INTENDED TO BE ALL INCLUSIVE	, BUT PRESENTS BRIEF STATEMENT'S OF	F GENERAL PROVISIONS.)
PROV IS FONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
C. PAYMENT (CONT'D) 1. TO BEGIN (CONT'D)	5. AS OF DATE DIRECTED BY SSWB IN AN APPEAL CASE. (W&IC 2182)		
2. TIME AND MEDIUM	AID SHALL BE PAID MONTHLY IN ADVANCE BY COUNTY WAR- RANT. IT IS UNLAWFUL TO ORDER PAYMENT OF ANY PART OF AID IN FORM OF MERCHAN- DISE ORDERS FOR FOOD, RENT, OR OTHERWISE. (W&IC 2183)	AID SHALL BE PAID MONTHLY IN ADVANCE BY COUNTY WARRANT. (W&IC 3084, 3460)	AID SHALL BE PAID BY COUNTY WARRANT MONTHLY IN ADVANCE EXCEPT WHEN CHILD MAINTAINED IN BHI. (W&IC 1552)
3. SUSPEN- SION	IF OAS IS CANCELLED, SUS- PENDED, OR REVOKED, THE RE- CIPIENT SHALL BE IMMEDIATE- LY NOTIFIED OF SUCH ACTION, THE REASON THEREFOR, AND OF RIGHT TO APPEAL THEREFROM. (W&IC 2220.5)		
APPEALS	THE BOARD OF SUPERVISORS SHALL NOTIFY THE APPLICANT OF ITS DECISION AND IF DISSISTING THE APPLICANT MAY WITHIN 30 DAYS REQUEST A HEARING BEFORE THE BOARD OF SUPERVISORS. SUCH APPLISORS HALL NOT APPEAL TO THE SWB UNTIL AFTER THE BOARD OF SUPERVISORS HAS RENDERED A DECISION. (W&IC 2183.1) AN APPLICANT WHO IS DISSISTIFED WITH THE ACTION OF THE BOARD OF SUPERVISORS MAY APPEAL DIRECTLY TO THE SDSW. ANY APPLICANT DISSATISFIED WITH ACTION OF BOARD OF SUPERVISORS SHALL UPON APPEAL TO SDSW BE ACCORDED AS FAIR HEARING. APPLICANT WHO FEELS AGGREEVED BY ANY DECISION OF SSWB MAY FILE WITH SUPERIOR COURT OF COUNTY OF RESIDENCE A PETITION FOR REVIEW OF ENTIRE PROCEEDINGS UPON QUESTIONS OF LAW INVOLVED. (W&IC 2182)	ANY APPLICANT DISSATISFIED WITH ACTION OF BOARD OF SUPER- VISORS SHALL UPON APPEAL TO SD SW BE ACCORDED A FAIR HEARING. (WAIC 3086, 3460, 3473) ANY PERSON DISSATISFIED WITH ACTION OF SDSW IN SUSPENDING OR. CANCELING AID SHALL UPON APPEAL TO SSWB BE ACCORDED A FAIR HEARING. (WAIC 3078, 3460) THE BOARD OF SUPERVISORS SHALL NOTIFY THE APPLICANT OF ITS DECISION AND IF DISSATISFIED HITH ACTION OF SUPERVISORS. SUCH APPLICANT MAY WITHIN 30 DAYS REQUEST A HEARING BEFORE THE BOARD OF SUPERVISORS. SUCH APPLICANT SHALL NOT APPEAL TO THE SSWB UNTIL AFTER THE BOARD OF SUPERVISORS HAS RENDERED A DECISION. (WAIC 3087.5, 3473.2) AN APPLICANT WHO IS DISSATISFIED WITH ACTION OF BOARD OF SUPERVISORS MAY APPEAL DIRECTLY TO THE SDSW. ANY APPLICANT DISSATISFIED WITH ACTION OF BOARD OF SUPERVISORS MAY APPEAL DIRECTLY TO THE SDSW. ANY APPLICANT DISSATISFIED WITH ACTION OF BOARD OF SUPERVISORS SHALL UPON APPEAL TO SDSW BE ACCORDED A FAIR HEARING. APPLICANT WHO FEELS AGGRIEVED BY ANY DECISION OF SSWB MAY FILE WITH SUPERIOR COURT OF COUNTY OF RESIDENCE A PETITION FOR REVIEW OF ENTIRE PROCEED—INGS UPON QUESTIONS OF LAW IN—VOLVED. (WAIC 3088.5, 3474.5)	ANY APPLICANT OR RECIPIENT IF DISSATISFIED WITH ACTION OF THE COUNTY SHALL UPON APPEAL TO SDSW BE ACCORDED A FAIR HEARING. (W&IC 1551)

(Section Continued on Next Page)

101-00 CHART OF CERTAIN PROVISIONS OF THE W. & 1. CODE

101-00

OAS, ANB, APSB, ANC
(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
AGE	65 YEARS OF AGE OR OVER. (WAIC 2160)	16 YEARS OF AGE OR OVER (WEIC 3040, 3041, 3430, 3431)	Under 18 YEARS OF AGE. (W&IC 1522, 1552-3)
ID A. AMOUNT	SHALL BE AN AMOUNT WHICH WHEN ADDED TO APPLICANT'S INCOME (INCLUDING CURRENTLY USED RESOURCES BUT NOT CASUAL INCOME AND INCONSEQUENTIAL RESOURCES) TOTALS \$60 A MONTH. APPLICANT WHOSE NEED EXCEEDS \$60 A MONTH MAY RECEIVE AID, NOT TO EXCEED \$60, WHICH WHEN ADDED TO HIS INCOME, AS ABOVE, EQUALS HIS ACTUAL NEED. (W&IC 2020)	ANB SHALL BE AN AMOUNT WHICH WHEN ADDED TO APPLICANT'S INCOME (INCLUDING CURRENTLY USED RESOURCES BUT NOT CASUAL INCOME OR INCONSEQUENTIAL RESOURCES). TOTALS \$75 A MONTH. APPLICANT WHOSE NEED EXCEEDS \$75 A MONTH MAY RECEIVE AID, NOT TO EXCEED \$75, WHICH WHEN ADDED TO HIS INCOME, AS ABOVE, EQUALS HIS ACTUAL NEED. (WGIC 3084). APSB SHALL BE AN AMOUNT WHICH WHEN ADDED TO APPLICANT'S NET INCOME, FROM ALL OTHER SOURCES, TOTALS CONTINUED TO THE SOURCES OF A TOTAL VALUE NOT EXCEEDING \$800 PER ANNUM NOT CONSIDERED FOR ANY PURPOSE. (WGIC 3472)	SHALL BE \$72 PER MONTH FOR ONE NEEDY CHILD AND \$36 PER MONTH FOR EACH ADDITIONAL NEEDY CHILD ON SO MUCH THEREOF AS 1: NECESSARY FOR ADEQUATE SUPPORT SHALL BE \$24 PER MONTH FOR EACH CHILD FOR WHOM APPLICATION IS MADE UNDER SEC. 1557 WAIC ADDITIONAL SUMS MAY BE PAIL FROM OTHER STATE AND COUNT FUNDS IF NEEDED FOR ADEQUATE CARE OF FAMILY. MINIMUM STAN DARDS OF ADEQUATE CARE SHALL BE DETERMINED BY THE RULES AN REGULATIONS OF THE SDSW. (BASIANC BUDGET SCHEDULE TO BE USED (WAIC 1510, 1511, 1512)
B. INALIEN- ABLE	DAS ABSOLUTELY INALIENABLE. (WAIC 2006)	AID ABSOLUTELY INALIENABLE. (WAIC 3008, 3407) NO PERSON CONCERNED WITH ADMINISTRATION OF AND OR APSB SHALL DICTATE MANNER OF EXPENDITURE OF SUCH AID. (WAIC 3003, 3402)	ANC ABSOLUTELY INALIENABLE.
C. PAYMENT 1. TO BE- GIN	I. AS OF DATE APPLICATION SIGNED, IF GRANTED DURING SAME MONTH; 2. AS OF THE FIRST OF MONTH IN WHICH APPLICATION GRANTED. IF SIGNED IN A PREVIOUS MONTH AND GRANTED BEFORE END OF 60-DAY INVESTIGATION PERIOD; 3. IF INVESTIGATION NOT COMPLETED AT END OF 60-DAY PERIOD, AID SHALL BEGIN AS OF THE FIRST OF THE MONTH IN WHICH ELIGIBILITY IS ESTAB- LISHED, OR AS OF FIRST DAY OF MONTH FOLLOWING END OF 60- DAY PERIOD; WHICHEVER IS EARLIER; (WAIC 2183) 4. IF INVESTIGATION OF RE- APPLICATION OF PERSON WHOSE AID HAS BEEN DISCONTINUED DUE TO EMPLOYMENT IS NOT COMPLET- ED WITHIN 30 DAYS AFTER DATE OF REAPPLICATION, AID SHALL IMMEDIATELY BE CONDITIONALLY, RESTORED, THE INVESTIGATION SHALL CONTINUE AND IF ELIG- IBLE AID SHALL CONTINUE AS OF THE FIRST OF THE MONTH IN WHICH THE 30-DAY PERIOD ENDED.	1. AS OF DATE APPLICATION SIGNED, IF GRANTED DURING SAME MONTH; (W&IC 3084) 2. AS OF FIRST OF MONTH IN WHICH APPLICATION GRANTED, IF SIGNED IN A PREVIOUS MONTH AND GRANTED BEFORE END OF 90-DAY INVESTIGATION PERIOD; (W&IC 3082, 3084, 3460) 3. IF INVESTIGATION NOT COMPLETED WITHIN 90-DAY PERIOD, AID SHALL BEGIN AS OF FIRST OF MONTH IN WHICH END OF 90-DAY PERIOD OCCURRED. (W&IC 3082, 3460) 4. AS OF DATE DIRECTED BY SSWB IN AN APPEAL CASE. (W&IC 3084, 3460) 5. ON RESTORATION WITHIN ONE YEAR AFTER DISCONTINUANCE AID SHALL BEGIN NOT LATER THAN THE FIRST OF THE MONTH FOLLOWING THE REQUEST, IF ELIGIBLE, AND NO NEW APPLICATION SHALL BE TAKEN(W&IC 3078.3, 3475)	1. As of date application signed, if / granted during same month; (wall i552) 2. As of first of month in which application granted, if signed in a previous month and granted before end of 90-dailyestigation period; (wall i550, i552) 3. If investigation not completed within 90-day period, and shall begin as of first of month in which end of 90-day period occurred; (wall i550) 4. As of date directed by SSWB, in an appeal case. (wall i552)

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROV 85 8 ONS	OLD AGE SECURATY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLOND RESIDENTS	AID TO NEEDY CHILDREN
INVESTIGATION	BOARD OF SUPERVISORS, DIERECTLY OR THROUGH AN AUTHOR- IZED INVESTIGATOR, SHALL UPON RECEIPT OF AN APPLICA- TION, PROMPTLY, WITHOUT UN- NECESSARY DELAY AND WITH ALL DILIGENCE, MAKE NECESS- ARY INVESTIGATION WHICH SHALL BE COMPLETED WITHIN 60 DAYS AFTER RECEIPT OF APPLICATION. IF NOT COM- PLETED AT THE END OF THE 60-DAY PERIOD, THE INVESTIGATION SHALL CONTINUE UNTIL COMPLETED. (WAIC 2181, 2183) INVESTIGATION SHALL BE MADE WITHIN 30 DAYS, WHEN A FORMER RECEPIENT, WHOSE AID WAS DISCONTINUED BECAUSE OF EMPLOYMENT, REAPPLIES. IF NOT COMPLETED WITHIN 30 DAYS AID SHALL IMMEDIATELY BE CON- DITIONALLY RESTORED AND THE INVESTIGATION SHALL CONTINUE UNTIL COMPLETED, AND IF ELIG- IBILITY IS ESTABLISHED, AID SHALL CONTINUE AS OF THE FIRST DAY OF THE MONTH IN WHICH THE 30-DAY PERIOD ENDED. (WAIC 2183.9)	BOARD OF SUPERVISORS SHALL IMMEDIATELY INVESTIGATE INTO MERITS OF ALL APPLICATIONS INVESTIGATION SHALL BE COMPLETED WITHIN 90 DAYS AFTER RECEIPT OF APPLICATION. IF NOT COMPLETED AT THE END OF 90-DAY PERIOD, THE INVESTIGATION SHALL CONTINUE UNTIL COMPLETED. (WAIC 3082, 3460)	COUNTY SHALL PROMPTLY IN VESTIGATE ALL APPLICATION IN THE MANNER AND ON FORM PRESCRIBED BY THE SDSW. INVESTIGATION SHALL B COMPLETED WITHIN 90 DAYS. I NOT COMPLETED WITHIN THA TIME IT SHALL CONTINUE UNTICOMPLETED. (WGIC 1550)
NEED	REQUIRED. (WAIC 2001)	ANB INABILITY TO PROVIDE SELF WITH NECESSITIES OF LIFE AS DE- FINED IN ANB LAW. (WAIC 3005) APSB INABILITY TO PROVIDE SELF FULLY WATH NECESSITIES OF LIFE AS DEFINED IN APSB LAW. (WAIC 3403) ANB-APSB IT IS RECOGNIZED THAT THE NEEDS OF BLIND PERSONS MAYBE DIFFERENT FROM THE NEEDS OF AGED PERSONS. (WAIC 3002, 3401.5) AID MAY NOT BE DENIED BECAUSE OF FREE BOARD AND LODGING SUP- PLIED UNDER CERTAIN CIRCUM- STANCES. (WAIC 3049, 3449)	REQUIRED. (W&IC 1500)

(SECTION CONTINUED ON NEXT PAGE)

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF	STATEMENTS OF	GENERAL PROVISIONS.)
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PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
BLINDNESS		Vision of applicant must be impaired or lost so that he is unable to provide himself with necessities of life. (W&IC 3005, 3403)	
CITIZENSHIP	APPLICANT MUST BE AMERI- CAN CITIZEN. (WAIC 2160)		
CONSTRUCTION OF LAW	TO BE LIBERALLY CON- STRUED. (W&IC 2003)	To BE LIBERALLY CONSTRUED TO EFFECT OBJECTS AND PURPOSES. (W&IC 3001, 3401)	TO BE LIBERALLY CONSTRUED TO EFFECT ITS OBJECTS AND PURPOSES. (W&IC 1507)
INSTITUTIONAL CARE A. PUBLIC IN- STITUTION	AID MAY NOT BE PAID TO INMATE OF PUBLIC HOME OR INSTITUTION OF CUSTODIAL, CORRECTIONAL, OR CURATIVE CHARACTER, EXCEPT IN CASE OF TEMPORARY MEDICAL OR SURGICAL CARE IN A PUBLIC HOSPITAL FOR PERIOD NOT EXCEEDING TWO CALENDAR MONTHS. (W&IC 2160) FOR EACH PERSON WHO IS RECEIVING OAS WHEN HE ENTERS A COUNTY INSTITUTION FOR MEDICAL, HOSPITAL, OR INFIRMARY CARE AT COUNTY EXPENSE, THE STATE, DURING THE PERIOD FOLLOWING THE FIRST TWO CALENDAR MONTHS OF CONFINEMENT, PAYS TO THE COUNTY THE STATE SHARE OF THE OAS SUCH PERSON WAS RECEIVING AT THE TIME OF HIS ENTRANCE. (W&IC 2860.7)	AID MAY NOT BE PAID TO IN- MATE OF INSTITUTION SUPPORTED IN WHOLE OR PART BY STATE OR POLITICAL SUBDIVISION, EXCEPT IN CASE OF HOSPITALIZATION IN PUBLIC HOSPITAL FOR PERIOD NOT EXCEEDING TWO CALENDAR MONTHS. BLIND PERSONS EMPLOYED IN SHOP MAINTAINED BY STATE WHICH DOES NOT PROVIDE BOARD AND ROOM TO EMPLOYEES ARE NOT IN- MATES OF PUBLIC INSTITUTION. AID SHALL NOT BE DENIED BE- CAUSE OF APPLICANT'S ATTEN- DANCE AT ANY PUBLIC HIGH SCHOOL OR INSTITUTION OF HIGHER LEARN- ING IN CALIFORNIA. (W&IC 3044, 3444) FOR EACH PERSON WHO IS RE- CEIVING ANB WHEN HE ENTERS A COUNTY INSTITUTION FOR MEDICAL, HOSPITAL, OR INFIRMARY CARE AT COUNTY EXPENSE, THE STATE, DUR- ING THE PERIOD FOLLOWING THE FIRST TWO CALENDAR MONTHS OF CONFINEMENT, PAY TO THE COUNTY THE STATE'S SHARE OF THE ANB SUCH PERSON WAS RECEIVING AT THE TIME OF HIS ENTRANCE.(W&IC 3044.1)	AID MAY NOT BE PAID TO AN INMATE OF A PUBLIC HOSPITAL EXCEPT WHEN RECEIVING TEMPORARY MEDICAL OR SURGICAL CARE NOT EXCEEDING TWO CALENDAR MONTHS IN DURATION. (W&IC 1529)
B. PRIVATE IN- STITUTION	AID MAY BE PAND INMATE OF HOME OR INSTITUTION MAIN- TAINED BY ANY FRATERNAL, BENEVOLENT, OR OTHER NON- PROFIT ORGANIZATION UNDER GERTAIN CONDITIONS. (W&IC 2160.5)	AID MAY BE PAID INMATE OF A HOME OR INSTITUTION MAINTAINED BY ANY FRATERNAL, BENEVOLENT, OR OTHER NON-PROFIT ORGANIZATION UNDER CERTAIN CONDITIONS. (W&IC 3044.5, 3460)	AN INSTITUTION MAINTAIN- ING A NEEDY CHILD MAY APPLY TO SDSW FOR AID FOR CHILD. (W&IC 1557) NO CHILD MAINTAINED IN AN INSTITUTION FOR WHOM A BONA- FIDE OFFER OF PROPER HOME, OF SAME RELIGIOUS FAITH AS CHILD OR PARENTS, IS MADE IS ELIGIBLE FOR FURTHER AID. (W&IC 1524)

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIAL SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
PROPERTY (CONTOD) A. REAL AND PERSONAL (CONTOD)	ANY FLACE OF ABODE SUCH AS HOUSE, BOAT, TRAILER, ETC., SHALL BE CONSIDERED REAL PROPERTY. (W&IC 2:63.7) OWNERSHIP OF STOCK IN A WATER COMPANY NOT APPURTENANT TO THE LAND SHALL BE CONSIDERED REAL PROPERTY. (W&IC 2:63.4) VALUE OF APPLICANT'S PERSONAL PROPERTY NOT TO EXCEED \$600 AFTER ALL ENCUMBRANCES OF RECORD HAVE BEEN DEDUCTED. PERSONAL PROPERTY SHALL NOT INCLUDE A POLICY OR POLICIES OF LIFE INSURANCE IN EFFECT AT LEAST 5 YEARS PRIOR TO APPLICATION, IF VALUE AT MATURITY DOES NOT EXCEED \$1000. (W&IC 2:63) AN HEIR'S INTEREST IN AN ESTATE, OR A BENEFICIARY'S INTEREST IN A TRUST SHALL NOT BE CONSIDERED PROPERTY OF AN APPLICANT OR RECIPIENT UNTIL IT IS DISTRIBUTED AND AVAILABLE FOR EXPENDITURE BY HIM. (W&IC 2:63.1) PERSONAL PROPERTY DOES NOT INCLUDE PERSONAL EFFECTS EXCEPT JEWELRY IN EXCESS OF \$200. (W&IC 2:63.2) PERSONAL PROPERTY SHALL NOT INCLUDE INTERMENT PLOTS NOR MONEY PLACED IN TRUST OR INSURANCE FOR FUNERAL OR INSURANCE FOR F	A SHARE OF AN UNDISTRIBUTED ESTATE WHICH HAS NO PRESENT ECONOMIC USE DOES NOT CONSTITUTE PROPERTY. (W&IC 3047.5, 3448) PERSONAL PROPERTY MAY NOT INCLUDE INTERMENT PLOTS NOR MONEY PLACED IN TRUST OR INMISURANCE FOR FUNERAL OR INTERMENT EXPENSES NOR TO ANY CONSTRACT RIGHTS CONNECTED THEREWITH EXCEPT IN VALUE OF OVER \$500 (W&IC 3047.1, 3447.1) PROCEEDS RECEIVED BY A RECIPIENT FROM INVOLUNTARY CONVERSION OF REAL PROPERTY INTO PERSONAL PROPERTY SHALL BE CONSIDERED REAL PROPERTY FOR OME YEAR FROM THE TIME OF RECEIPT. (W&IC 3047.3)	Personal property shall not include a policy or policies of life insurance in effect at least 5 years insuring the life of any child, parent, or parents, prior to application if value at maturity in the aggregate does not exceed one thousand dollars (\$1,000).
-0.0 (-0.0 (-0.0 ()))) (-0.0 ()) (Money received by a FFCIP- IENT FROM THE CONDEMNATION SALE OF HIS HOME SHALL NOT BE DEEMED PERSONAL PROPERTY UNTIL THE EXPIRATION OF ONE YEAR FROM THE DATE OF RECEIPT OF SAID MONEY. (WGIC 2165D)		
B. Transfer	APPLICANT MUST NOT HAVE MADE VOLUNTARY ASSIGNMENT OR TRANSFER OF PROPERTY FOR PURPOSE OF QUALIFYING FOR AID (W&IC 2160) BUT SHALL NOT BE DENIED AID FOR TRANSFER WHICH DOES NOT DEPRIVE HIM OF PRESENT USE, ENJOYMENT OR INCOME THEREOF AND DOES NOT RENDER HIM INELIGIBLE UNDER MAXIMUM PROPERTY LIMITATIONS (W&IC 2007.5)		

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
NO DISCRIMIN- ATION	NO RULE OR REGULATION SHALL BE ADOPTED WHICH RE- SULTS IN DISCRIMINATION AGAINST ANY PRACTITIONERS OF ANY TYPE OF THERAPY, TREATMENTS BY PRAYER OR SPIR- ITUAL MEANS, OR OTHER TREAT- MENT RECOGNIZED AS A BRANCH OF THE HEALING ARTS. (W&IC 2140)		4
PAUPERISM	NO PERSON SHALL BE DEEMED A PAUPER BECAUSE HE RE- CEIVES DAS. (W&IC 2009)	NO PERSON SHALL BE DEEMED A PAUPER BECAUSE HE RECEIVES AND OR APSB. (M&IC 3002, 3401.5)	
PROPERTY A. REAL AND PERSONAL	COUNTY ASSESSED VALUE AP- PLICANT'S REAL PROPERTY NOT TO EXCEED \$3500, AFTER ALL' ENCUMBRANCES OF RECORD HAVE BEEN DEDUCTED (W&IC 2164) OR, IF MARRIED, COUNTY AS- SESSED VALUED COMBINED REAL PROPERTY OF APPLICANT AND SPOUSE NOT TO EXCEED \$3500, AFTER ENCUMBRANCES OF RE- CORD DEDUCTED. (W&IC 2165) REAL PROPERTY IN ANOTHER STATE OWNED BY SPOUSE UNDER CERTAIN CIRCUMSTANCES SHALL NOT PRECEDUE APPLICANT'S RE- CETYING AID UNLESS HE HAS A PRESENT LEGAL INTEREST THERE- IN. (W&IC 2165A) ESTATES FOR NOT LESS THAM 10 YEARS WHEN USED AS RES- IDENCE BY OWNERS THEREOF SHALL BE CONSIDERED REAL PROPERTY. (W&IC 2163.5)	County assessed value, less encumbrances of record, of personal or real property, or both, of applicant, including his share of community property, not to exceed \$3500. Personal Property shall not include a policy or policies of life insurance in effect at least 5 years prior to application if value at maturity does not exceed \$1000. (Waic 3047, 3447) ANB Shall not be paid to any person who owns cash, insurance having a cash surrender value, or securities, the combined value of which, less all encumbrances of record is over \$600 unless the SDSW finds that he is capable of partial or whole self-support and has entered into a program of self-support. (Waic 3047)	COUNTY ASSESSED VALUE COMBINED REAL PROPERTY CHILD AND/OR PARENTS NOT TO EXCEED \$3000 AFTER ALL ENCUMBRANCES OF RECORD HAVE BEEN DEDUCTED. (WAIC 1520) CASH OR SECURITIES OWNED BY ORPHAN CHILD NOT TO EXCEED \$600. COMBINED VALUE OF CASH OR SECURITIES OWNED BY CHILD OR CHILDREN IN ONE FAMILY AND/OR PARENTS NOT TO EXCEED \$600. (WAIC 1521) A SHARE OF AN UNDISTRIBUTED ESTATE WHICH HAS NO PRESENT ECONOMIC USE DOES NOT CONSTITUTE PROPERTY. (WAIC 1521.5) OWNERSHIP OF STOCK IN A WATER COMPANY NOT APPURTENANT TO THE LAND SHALL BE CONSIDERED REAL PROPERTY. (WAIC 1520.1)

(Section Continued on Next Page)

101-00

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
RECORDS	ALL APPLICATIONS AND RECORDS ARE CONFIDENTIAL; NO LIST OF RECIPIENTS SHALL BE DISCLOSED; RULES OF SDSW AS TO USE, CUS- TODY, PRESERVATION OF SUGH RE- CORDS SHALL BE OBSERVED. (WAIC 118) IN CASE OF DISPUTE, THE AP- PLICATION AND SUPPORTING DOCU- MENTS PERTAINING TO HAS CASE IN SDSW, ANY COUNTY OFFICE, OR ELSEWHERE, SHALL BE OPEN TO INSPECTION AT ANY TIME DURING BUSINESS HOURS BY APPLICANT OR RECIPIENT, OR HIS AGENT OR ATTORNEY. (WAIC 2014) WITHIN 10 DAYS AFTER REQUEST, EVERY APPLICANT OR RECIPIENT SHALL BE GIVEN AN ITEMIZED RE- PORT SETTING FORTH THE AMOUNT OF DEDUCTIONS, IF ANY, THE AID GRANTED HIM, AND THE BUDGET ALLOWANCES. THE PRICING ESTAB- LISHED FOR FOOD, CLOTHING, IN- CIDENTALS AND PERSONAL NEEDS, HOUSEHOLD OPERATIONS AND TRANS- PORTATION, SHALL BE COMPATIBLE WITH DECENCY AND HEALTH. (WAIG 2086)	ALL APPLICATIONS AND RECORDS ARE CONFIDENTIAL; NO LIST OF RECIPIENTS SHALL BE DISCLOSED; RULES OF SDSW AS TO USE, CUS- TODY, PRESERVATION OF SUCH RE- CORDS SHALL BE OBSERVED. (W&IC II8) HOWEVER, ALL PAPERS AND RECORDS PERTAINING TO HIS CASE SHALL BE OPEN TO INSPEC- TION AT ANY TIME DURING BUSI- NESS HOURS BY THE APPLICANT OR HIS ATTORNEY OR AGENT. (W&IC 3079, 3460)	ALL APPLICATIONS AND RECORDS ARE CONFIDENTIAL; NO LIST OF RE- CIPIENTS SHALL BE DISCLOSED; RULES OF SDSW AS TO USE, CUSTODY; PRESERVATION OF SUCH RECORDS SHALL BE OBSERVED. (W&IC 118)
RELATIVES RESPONSIBLE	Spouse and Child. (W&IC 2160) MAXIMUM DEGREE OF LIABILITY OF RESPONSIBLE RELATIVE SHALL BE DETERMINED BY RELATIVES CON- TRIBUTION SCALE. MARRIED DAUGH- TER NOT REQUIRED TO CONTRIBUTE UNLESS INCOME IS HER SEPARATE PROPERTY. (W&IC 2181) RECOVE ERY ACTION SHALL BE BROUGHT AGAINST SPOUSE OR ADULT CHILD PECUNIARILY ABLE TO ASSIST AP- PLICANT. PAYMENT OF AID SHALL NOT BE CONTINGENT UPON SUCH RECOVERY. (W&IC 2224)	SPOUSE, PARENT AND ADULT CHILD. RECOVERY ACTION MAY BE BROUGHT AGAINST FOREGOING IF PECUNIAR **LY ABLE TO ASSIST APPLICANT. PAYMENT OF AID SHALL NOT BE CONTINGENT UPON SUGH RECOVERY. (WAIC 3088, 3474) NO GRANT OF AID SHALL BE WITHHELD ON GROUNDS THAT INVEST **LED ON GROUNDS THAT INVEST **LED ON THE STATE OF THE STAT	PARENTS. (CC 137, 138, 139, 196, 196a, 206, 207, 208, 209)
RESIDENCE A. STATE	APPLICANT SHALL HAVE RESIDED IN CALIFORNIA 5 OUT OF LAST 9 YEARS, INCLUDING YEAR IMMEDIATELY PRECEDING DATE OF APPLICATION. (W&IC 2160)	IF BECAME BLIND WHILE CALIFORNIA RESIDENT, NO PERIOD OF RESIDENCE PRECEDING DATE OF APPLICATION REQUIRED. (W&IC 3040, 3430) ANB IF BECAME BLIND WHILE NOT CALIFORNIA RESIDENT, APPLICANT SHALL HAVE RESIDED IN STATE 5 OUT OF LAST 9 YEARS, INCLUDING THE YEAR IMMEDIATELY PRECEDING DATE OF APPLICATION. (W&IC 3040) APSB IF BECAME BLIND WHILE NOT CALIFORNIA RESIDENT APPLECANT SHALL HAVE RESIDED IN STATE 80 YEARS IMMEDIATELY PRECEDING DATE OF APPLICATION. (W&IC 3431)	IF CHILD BORN IN CALIFORNIA, NO SPECIFIC PERIOD OF RESIDENCE PRECEDING DATE OF APPLICATION REQUIRED; IF CHILD NOT BORN IN CALIFOR- NIA, HE SHALL HAVE BEEN PHYSI- CALLY PRESENT OR PARENT SHALL HAVE RESIDED IN STATE FOR ONE YEAR IMMEDIATELY PRECEDING DATE OF APPLICATION. (W&IC 1525)

(SECTION CONTINUED ON NEXT PAGE)

101-00

(THIS CHART IS	NOT INTENDED TO BE ALL INCLUSIVE.	BUT PRESENTS BRIEF STATEMENTS	OF GENERAL PROVISIONS.)
PROV IS IONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
PROPERTY (CONT'D)			
B. Transfer (Cont ¹ d)	ANY PERSON KNOWING THAT THE OWNER IS AN APPLICANT WHO AIDS OR ABETS IN BUYING OR DISPOSING OF PROPERTY SHALL GIVE 15 DAYS' NOTICE IN WRITING TO THE BOARD OF SUPERVISORS. FAILURE TO DO SO CONSTITUTES MISDEMEANOR. (W&IC 2007)	AND THE PROPERTY OF THE PROPER	Printed and Report of the Control of
C. LIENS	NO AID GRANTED UNDER OAS LAW MAY CONSTITUTE A LIEN AGAINST PROPERTY OF RECIPIENT (W&IC 2225)		
D. Miscel- Laneous	RECIPIENT SHALL NOTIFY COUNTY IMMEDIATELY OF ACQUISITION OF ANY PROPERTY BY SELF OR SPOUSE IN EXCESS OF AMOUNT ALLOWED. (W&IC 2222) IF, ON DEATH OF RECIPIENT, IT IS FOUND THAT HE WAS POSSESSED OF PROPERTY IN EXCESS OF AMOUNT ALLOWED, DOUBLE AMOUNT OF AID PAID IN EXCESS OF THAT TO WHICH HE WAS LEGALLY ENTITLED MAY BE RECOVERED BY SD.SW. (W&IC 2223)		
PURPOSE OF LAW	TO AID CERTAIN NEEDY AGED RESIDENTS OF CALIFORNIA. (W&IC 2001) TO GIVE AID TO APPLICANTS IN THEIR OWN OR OTHER SUIT- ABLE HOMES OF THEIR OWN CHOOS- ING. IN PREFERENCE TO PLACING THEM IN INSTITUTIONS. (W&IC 2005)	ANB TO AID CERTAIN NEEDY BLIND PERSONS WHO HAVE NOT SUFFI- CIENT INCOME OF THEIR OWN TO PROVIDE THEMSELVES WITH NEC- ESSITIES OF LIFE. (WAIC 3005) APSB TO AID CERTAIN BLIND PER- SONS WHO HAVE NOT SUFFICIENT INCOME OF THEIR OWN TO PRODUCTION VIDE THEMSELVES FULLY WITH NECESSITIES OF LIFE. (WAIC 3403) TO PROVIDE A PLAN WHEREBY BLIND RESIDENTS OF CALIFORNIA MAY BE ENCOURAGED TO TAKE ADVANTAGE OF AND ENLARGE THEIR ECONOMIC OPPORTUNITIES, TO THE END THAT THEY MAY BED COME INDEPENDENT OF PUBLIC ASSISTANCE AND ENTIRELY SELF- SUPPORTING. (WAIC 3400)	To provide aid for children whose dependency is caused by circumstances defined in the ANC LAW. To keep children in own homes whenever possible; To provide best substitute for own home for children who must have foster care. (W&IC 1503)

(Section Continued on Next Page)

101-05 PURPOSE AND CONSTRUCTION OF OAS LAW OAS

101-05

The purpose of the OAS law is to provide for aid to the needy aged residing within the State.

The OAS law contemplates a cooperative program of Federal, State, and county aid to provide assistance to aged persons who are without adequate resources for their own care.

The provisions of the law shall be liberally construed. (W&IC 2001, 2003)

OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
RESIDENCE (CONTO) B. COUNTY	NO PERIOD REQUIRED PRIOR TO DATE OF APPLICATION FOR ELIGIBILITY TO AID. FOR COUNTY FINANCIAL PARTICIPATION, ONE YEAR OF COUNTY RESIDENCE REQUIRED. (WAIC 2160)	No period required prior to date of application for eli- gibility to aid. (Waic 3042, 3432) For county financial parti- cipation, 6 months' period of county residence is required if applicant became blind while California resident; otherwise, one year of county residence required. (Waic 3040, 3041, 3430, 3431)	No period required prior to date of application for eligi- Bility to aid. (W&IC 1512, 15260, 1557) For county financial parti- cipation, one year of county residence required except in case of foundling or child whose application is filed by institution maintaining him. (W&IC 1526)
SOLICITATION OF ALMS		No person who publicly so- licits alms in this state is eligible for aid. (W&IC 3046, 3446)	
TRANSFERS, INTER-COUNTY	RECIPIENT WHO MOVES FROM ONE COUNTY TO ANOTHER WITH INTENT TO RESIDE IN SECOND COUNTY SHALL BE ENTITLED TO CONTINUANCE OF AID BY FIRST COUNTY FOR ONE YEAR. AID SHALL THEN BE PAID, IF ELIGIBILITY CONTINUES, THROUGH THE COUNTY IN WHICH RECIPIENT HAS ATTAINED RESIDENCE. (W&IC 2200)	RECIPIENT WHO MOVES FROM ONE COUNTY TO ANOTHER WITH INTENT TO RESIDE IN SECOND COUNTY SHALL BE ENTITLED TO CONTINUANCE OF AID BY FIRST COUNTY FOR ONE YEAR. AID SHALL THEN BE PAID, IF ELIGIBILITY CONTINUES, THROUGH THE COUNTY IN WHICH RECIPIENT HAS ATTAINED RESIDENCE. (W&IC 3090, 3450)	CHILD WHOSE RESIDENCE IS CHANGED FROM ONE COUNTY TO ANOTHER SHALL BE ENTITLED TO CONTINUANCE OF AID BY FIRST COUNTY FOR ONE YEAR. AID SHALL THEN BE PAID, IF ELIGIBILITY CONTINUES, THROUGH THE COUNTY IN WHICH THE CHILD HAS ATTAINED RESIDENCE. (WGIC 1527)

101-25 PURPOSE AND CONSTRUCTION OF ANC LAW AND ANC

101-25

In passing legislation providing for ANC, the State has recognized its responsibility for the protection and care of children whose dependency is due to certain circumstances beyond their control.

The law provides for assistance for the care of children in order that they may remain in their own homes or with their own relatives when they have been deprived of the support of their parents. The best possible substitute for their own homes must be provided for children in need of foster home care. The law thus recognizes the principle of the importance of family life for every child.

The provisions of the law shall be liberally construed to effect these objects and purposes.

This program is a joint Federal, State, and county undertaking. (WAIC #503,

102-00 AID IN OWN HOME OAS, ANB, APSB, ANC 102-00

In OAS, ANB, and APSB aid shall be granted to a person in his own or in some other suitable home of his own choosing, in preference to placing him in an institution. (Wall 2005, 3075, 3460)

The object and purpose of ANC is to keep children in their own homes wherever possible. The best possible substitute for their own homes shall be provided for children who must be given foster care. (W&IC 1503)

102-10 CARE OF CHILDREN ANC

102-10

No public official, agent or representative shall be authorized, in carrying out any of the provisions of the ANC law, to take charge of any child over the objection of either of the parents of such child, or of the person standing in the place of a parent to such child, except pursuant to a proper court order. (WAIC 1502)

102-15 CUSTODY OF RECIPIENT OAS

102-15

No OAS recipient shall be considered in the custody of the State, or any subdivision thereof, by reason of such aid, or subject to control in his manner of living by State or county officials or employees of the county in which he shall reside, save when adjudged incompetent to care for himself by proper tribunal or when admitted to a State or county hospital for medical attention, when he shall be subject to the rules of the institution in the same degree as other patients. Nothing contained herein shall prevent the payment of aid to any responsible person acceptable to the recipient for the benefit of the recipient, as provided elsewhere in the OAS law. (W&IC 2193)

101-15 PURPOSE AND CONSTRUCTION OF AND APSB LAWS AND, APSB

101-15

The purpose of the APSB law is to provide a plan whereby blind residents of this State may be encouraged to take advantage of and to enlarge their economic opportunities, to the end that they may render themselves independent of public assistance and become entirely self-supporting. B achieve this objective, resources and income beyond the necessities of bare decency and subsistance are required. The retention of necessary income and resources by those blind persons who show a reasonable probability of being able and willing to undertake the acquisitions of resources and income necessary for self-support will encourage them in their efforts to become self-supporting.

The ANB law is an expression of California's recognition of the fact that blindness often makes it impossible for an individual to support himself. At the same time, it may make his need for security much greater than that of persons with unimpaired vision.

While there may be other causes which contribute to the need of the applicant or recipient, if blindness is another and separate condition by reason of which a person is unable to provide himself with the necessities of life, aid to the blind may be allowed.

The Federal, State and county governments participate financially in the ANB program while State and county governments only participate in the APSB program.

The provisions of both the ANB and APSB laws shall be liberally construed to effect their objects and purposes. (Maic 3001, 3400, 3401)

It is recognized that the needs of blind persons may be different from the needs of aged persons. (Walc 3002, 3401.5)

129-05 PROOF OF STATE RESIDENCE

129-05

For the child born in California birth evidence which verifies that the child was born in the State establishes State residence. When the child was not born in California, his State residence shall be verified by establishing one year's physical presence in California or the residence of the parent in California for one year immediately preceding the date of application.

The child's physical presence may be established by any continuous record covering the 12-month period immediately preceding the date of application, such as institution, hospital, county welfare department, or by an affidavit of a person other than the parent or applicant with personal knowledge that the child has been physically present in the State for one year immediately preceding the date of application.

Residence of the parent in California for one year immediately preceding the date of application is verified by any continuous record covering the 12-month period, such as employment record, public assistance record, rent or utility receipts, or an affidavit of a responsible person other than the parent or applicant with personal knowledge that parent or parents have resided in California for one year immediately preceding the date of application.

When temporary absence from the State during the year immediately preceding application affects the child's eligibility ((SEE SEC. 121-77, EFFECT OF ABSENCE WITH INTENT TO ESTABLISH RESIDENCE IN ANOTHER STATE), an affidavit of intent of the person establishing the child's residence shall be obtained. (W&IC 1526, 1560)

129-00 DETERMINATION OF STATE AND COUNTY RESIDENCE OAS, ANB, APSB

129-00

In ANB and APSB the affidavit of one reputable citizen is required to establish that the applicant meets the required period of residence. In case such an affidavit is not available other evidence may be used as indicated below. Affidavits of residence shall be completed by persons who know that the applicant has the required residence qualifications. The affidavit shall include a statement of the facts upon which the affiant bases his knowledge of the period of the applicant's residence to which he is certifying. To be acceptable as proof of residence the facts should be such that it is reasonable to conclude that the affiant could have had knowledge of the period of residence covered in the affidavit. When one affidavit is not sufficient to verify the applicant's residence for the entire period required, additional affidavits shall be obtained until evidence for the entire period is on file.

In OAS the affidavit of residence completed by persons having know-ledge of the applicant's residence is one method of establishing the required period of state and county residence. Other evidence of the period of residence may be used. This is needed when there is conflicting information regarding the period of residence.

When an applicant has given information regarding his residence in connection with the completion of a record, and the period of residence was merely incidental to the purpose of the document or record, there is no reason for a misstatement regarding the period of residence. In general, such records of residence are superior to those in which some advantage would have resulted from a misstatement of residence. Statements made under oath by the applicant regarding his residence evince his intent and carry the presumption, which may be refuted, that the residence requirement for the particular action was met; e.g., voter's registration and records of legal action requiring a period of residence.

Some types of evidence are indicative of the applicant's residence but may not in themselves establish that the residence requirements have been met. When two or three items corroborate each other, however, they may satisfactorily establish the required residence of the applicant. Useful corroborative evidence, especially if the applicant's address is shown, includes:

- 1. Rent or utility receipts or accounts covering a continuous period;
- 2. Social agency records;
- 3. Physicians' and lawyers' records when the applicant has been seen frequently;
- 4. Mail addressed to the applicant;
- 5. Lodge or club records.

(SEE SEC. 232-10, AFFIDAVIT REGARDING RESIDENCE OF APPLICANT, AND SEC. 236-00, INSTRUCTIONS FOR SUMMARY OF INFORMATION FROM REVIEW OF DOCUMENTARY EVIDENCE.) (W&IC 2140, 3075, 3083, 3471)

130-00' REAL PROPERTY. PROVISIONS OF THE W. & I. CODE

130-00

OLD AGE SECURITY

NO AND SHALL BE GRANTED OR PAND TO ANY PERSON WHO OWNS REAL PROPERTY, THE ASSESSED VALUE OF WHICH AS ASSESSED BY THE COUNTY ASSESSOR, LESS ENCUMBRANCES THEREON OF RECORD EXCEEDS \$3500 AT THE TIME SUCH PERSON MAKES APPLICATION FOR AND. (WAIC 2164)

NO AID SHALL BE GRANTED OR PAID TO ANY MAR-RIED PERSON, IF THE ASSESSED VALUE OF THE COMBINED REAL PROPERTY OF THE HUSBAND AND WIFE, AS ASSESSED BY THE COUNTY ASSESSOR, LESS ENCUMBRANCES THEREON OF RECORD, EXCEEDS \$3500 AT THE TIME SUCH PERSON MAKES APPLICA-TION FOR AID. IN COMPUTING THE VALUE OF SUCH PROPERTY, OWNERSHIP OF PROPERTY LOCATED IN ANOTHER STATE BY A SPOUSE NOT HAVENG A LEGAL RESIDENCE IN CALIFORNIA, WITH WHOM THE APPLICANT HAS NOT BEEN LIVING FOR AT LEAST FIVE YEARS PRECEDING THE APPLICATION FOR ALD, SHALL NOT PRECLUDE THE APPLICANT FROM RE-CEIVING OAS UNLESS IT APPEARS THAT THE AP-PLICANT HAS A PRESENT LEGAL INTEREST IN SUCH PROPERTY (WELC 2165 AND 2165-A)

THE INTEREST OF AN APPLICANT OR RECIPIENT IN AN ESTATE AS HEIR, DEVISE, OR LEGATEE SHALL NOT BE CONSIDERED PROPERTY OF THE APPLICANT OR RECIPIENT UNTIL IT HAS BEEN DISTRIBUTED TO HIM AND IS AVAILABLE FOR EXPENDITURE OR DISPOSITION BY HIM; AND THE INTEREST OF A BENEFICIARY OF A TRUST SHALL NOT BE CONSIDERED TO BE PROPERTY OF THE BENEFICIARY UNTIL IT HAS BEEN MADE AVAILABLE FOR EXPENDITURE OR DISPOSITION BY HIM. (W&IC 2863.8)

OWNERSHIP OF STOCK IN A WATER COMPANY NOT APPURTENANT TO THE LAND SHALL BE CONSIDERED REAL PROPERTY TO THE EXTENT OF AND IN THE AMOUNT NECESSARY TO OBTAIN WATER FOR AGRICULTURAL PURPOSES. (W&IC 2163.4)

ESTATES FOR YEARS, WHEN USED FOR THE PURPOSE OF PROVIDING A PLACE OF RESIDENCE FOR THE OWNERS THEREOF AND WHEN SUCH ESTATE IS FOR A PERIOD OF NOT, LESS THAN TEN YEARS, SHALL BE CONSIDERED REAL PROPERTY. (W&IC 2863.5)

ANY PLACE OF ABODE OF AN APPLICANT OR RE-CIPIENT, WHETHER HOUSE, BOAT, TRAILER, OR OTHER HABITATION, SHALL BE CONSIDERED REAL PROPERTY. (W&IC 2163.7)

IF, AT ANY TIME DURING CONTINUANCE OF AID, THE RECIPIENT OR THE SPOUSE OF THE RECIPIENT BECOMES POSSESSED OF ANY PROPERTY OR INCOME IN EXCESS OF THE AMOUNT ALLOWED. THE RECIPEMENT SHALL IMMEDIATELY NOTIFY THE BOARD OF SUPERVISORS OF THE RECEIPT AND POSSESSION OF SUCH PROPERTY OR INCOME. THE BOARD MAY, ON INQUIRY AND WITH THE APPROVAL OF THE SDSW, EITHER CANCEL THE AID OR VARY THE AMOUNT THEREOF IN ACCORDANCE WITH CIRCUMSTANCES. (SEE SEC. 138-00, EXCESS ASSETS IN REAL PROPERTY.) (WAIC 2222)

AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS

AND SHALL NOT BE GRANT-ED OR RECEIVED BY ANY PERSON WHO OWNS PER-SONAL OR REAL PROPERTY, OR BOTH, THE COUNTY AS-SESSED VALUATION OF WHICH, LESS ALL ENCUM-BRANCES THEREON OF REC-ORD, IS IN EXCESS OF \$3500. (W&IC 3047 AND 3447)

AN APPLICANT'S SHARE OF ANY ESTATE, WHICH SHARE HAS NOT BEEN DISTRIBUTED AND OF WHICH HE HAS NO PRESENT ECONOMIC USE DOES NOT CONSTITUTE PROPERTY. (W&IC 3047.5 AND 3448)

ANY PROCEEDS FROM INVOLUNTARY CONVERSION OF
REAL PROPERTY INTO PERSONAL PROPERTY RECEIVED
BY A RECIPIENT OF AID
SHALL BE CONSIDERED REAL
PROPERTY FOR A PERIOD
OF ONE YEAR FROM THE
TIME OF THEIR RECEIPTS
(W&IC 3047.3, 3447.3)

ALD TO NEEDY CHILDREN

NO AID SHALL BE GRANTED OR PAID TO ANY CHILD
WHO OWNS, OR WHOSE PARENT OWNS REAL PROPERTY,
THE COMBINED ASSESSED
VALUE OF WHICH AS ASSESSED BY THE COUNTY
ASSESSOR EXCEEDS \$3000
LESS ALL ENCUMBRANCES
OF RECORD AT THE TIME
THE APPLICATION FOR AID
IS MADE, OR WHILE IN
RECEIPT OF SUCH AID.
(W&IC 1520)

A CHILD S SHARE OF ANY ESTATE, WHICH SHARE HAS NOT BEEN DISTRIBUTED AND OF WHICH HE HAS NO PRESENT ECONOMIC USE, DOES NOT CONSTITUTE PROPERTY (WAIC 1521.5)

OWNERSHIP OF STOCK IN A WATER COMPANY NOT APPURTENANT TO THE LAND SHALL BE CONSIDERED REAL PROPERTY TO THE EXTENT OF AND IN THE AMOUNT NECESSARY TO OBUILD TURAL PURPOSES. (WILC 1520-1)

(Section Continued on Next Page)

FOREWORD

In setting up requirements regarding real property, the legislature presumably kept in mind the advantages of home ownership, and hence, property ownership, e.g., the OAS law specifies that aid shall be provided in the applicant's own home or in some other suitable home in preference to an institution.

The ANC law likewise provides for keeping children "in their own homes whenever possible."

The ownership of real property has long been a symbol of stability, and security. Ownership tends to give the individual a "stake" in his country and enhance his feeling of responsibility as a citizen.

Closely allied to the ownership of land is the sentiment and emotion attached to the word "home." In an attempt to better themselves and their children the purchase of a home has been, for many American couples, a goal to be achieved.

When one realizes the sense of security derived by some people from property and especially home ownership, their tenacity in holding on to property, or in keeping it within the family, is understandable. The aged person often becomes attached to his home and resents any change. In a rapidly changing outside world his home represents the past and the life with which he is familiar. His home may represent his life itself, his work, health, religious, educational and recreational interests over a long period of time. Often the location of the home, in an area where his friends and acquaintances live, is as important as the house itself.

If a person has become blind while living in one home, he may be further handicapped by a move to other quarters. Habit has helped him carry on his activities in a familiar environment. In a new situation a long period of readjustment is necessary. Sometimes this is never fully achieved.

Children, too, derive a feeling of stability from familiar quarters and neighborhoods. Frequent changes may be unfortunate for their development as well as personally distressing.

In dealing with the problems related to real property which are discussed in the following sections, the aforementioned concepts should be borne in mind as a "backdrop."

131-05 OWNERSHIP OF REAL PROPERTY OAS, ANB, APSB, ANC

131-05

The term "owner" includes all persons who hold legal title to property. It also includes the vendor (i.e., the seller) and the vendee (i.e., the buyer) of real property under a contract of sale.

Property is considered owned if it is held:

1. Clear of all indebtedness;

2. Subject to mortgage, deed of trust, etc.

3 Subject to sale to another party under contract of sale;

4. Subject to purchase from another party under contract of sale;

5. As a homestead.

In an undistributed estate provided the property is in fact avail-

able prior to distribution;

7. In OAS, under lease for a period of not less than ten years and used for a place of residence of the lessee. (W&IC 1521.5, 2163.1, 2163.5, 3448; CC 678; AGO NS 704, NS 778, NS 1469, NS2387, NS4943)

Real property may be owned

- 1. As separate property; .
- 2. As community property;
- 3 In joint tenancy;
- 4. In tenancy in common,
- 5. In a partnership;
- 6. By a corporation (CC 669 ET SEQ.)

In ANB and APSB the proceeds from involuntary conversion of real property into personal property by a recipient of aid shall be considered real property for one year from the time of their receipt. (See Sec. 146-00, CONVERSION OF PROPERTY) (WAIC 3047.3, 3447.3)

130-25 REAL PROPERTY VS. PERSONAL PROPERTY OAS, ANB, APSB, ANC

130-25

In considering eligibility from the point of view of property, the county must first determine whether property is real or personal. The general distinction has been made that real property is immovable while personal property is movable. For purposes of OAS, however, any place of abode of an applicant or recipient, whether house, boat, trailer, or other habitation, shall be considered real property. (WAIC 1560, 2140, 2163.7, 3075, 3460; CC 657)

131-00 DETERMINATION OF OWNERSHIP OF REAL PROPERTY OAS, ANB, APSB, ANC

131-00

Ownership of real property must be verified in order to establish that property holdings are within the limitations established in the code for the particular category of aid. (See Sec. 131-05, Ownership of Real Property.)

Ownership of property is revealed by a search of current property rolls. (See Sec. 135-40 Real Property Search.) There will be occasions in which search of property rolls will indicate ownership of property which does not belong to the applicant. In absence of conflicting information, affidavit of applicant stating that he is not the owner of property in question is acceptable. Proof that he is not the owner is necessary in cases of conflicting information. The affidavit of an applicant regarding recent disposal of property is not in itself proof of eligibility. It is subject to verification. (W&IC 1560, 2140, 3075, 3460)

131-18 (Continued)

131-18

The property laws of the state in which such property is located govern in determining that the applicant does or does not have an interest in it. When the applicant claims to have no interest in real property of a non-resident spouse from whom he has been separated for five years the county shall determine whether the applicant has a present legal interest in such property.

Determination of an applicant's interest in property belonging to a separated spouse is not necessary when the county assessed valuation of such property is known and when its value, together with all real property owned, does not exceed \$3,000 after encumbrances thereon have been deducted. (WAIC 2140, 2165)

132-00 LIMITATION ON ASSESSED VALUE OF REAL PROPERTY OAS, ANB, APSB, ANC

132-00

The current county assessed value of real property shall be taken into account in determining eligibility, i.e., the value of real property as entered on the records of the assessor of the county in which the property is located. The actual value of real property or its salability is not a factor to be considered in determining assessed valuation for eligibility purposes. (W&IC 1560, 2140, 3075, 3460; AGO N\$308)

In OAS, the assessed value of combined real property of applicant and spouse, less all encumbrances of record on such property, shall not exceed \$3,500. For exception see Sec. 131-18, Ownership of Real Property by Separated Spouse. (W&IC 2165)

In ANC, the assessed value of combined real property of child or children and their parent or parents shall not exceed \$3,000 less all encumbrance of record on such property. (WAIC 1520)

In ANB and APSB aid shall not be granted any person who owns personal or real property, or both, the county assessed valuation of which less all encumbrances of record on such property, exceeds \$3,500. (W&IC 3047, 3447)

In California, county assessed value is presumed to be fifty per cent of the appraised value of real property.

131-18 OWNERSHIP OF REAL PROPERTY BY SEPARATED SPOUSE

131-18

Real property located either within or without the State, and belonging to a separated spouse shall not be considered in determining eligibility for OAS when all the following requirements are met:

- 1. Applicant is deprived of all legal interest in the property by a written property settlement entered into prior to the date of application for OAS.
- 2. Recipient and spouse have been living separate and apart continuously since the date of the property settlement.

When the applicant claims to have no legal right to the property of a separated spouse, the terms of any existing property settlement and the date of such settlement shall be determined. When the property concerned meets all the above requirements it shall not be considered in determining eligibility. (AGO NS5202; W&IC 2140)

In the absence of any legal property settlement, real property located in another state and belonging to a spouse who has not been living with the applicant for at least five years is not considered in determining eligibility in OAS when all the following requirements have been met:

- 1. Such real property is located in another state.
- 2. It is the property of a spouse who is not a legal resident of California.
- 3. It is the property of a spouse with whom the applicant has not been living for at least five years preceding the application for aid. (It is the presumption that the applicant has not been living with the spouse within the last five years if they have not been members of the same household within that period.)
- 4. The applicant or the recipient has no present existing legal interest in the property. (WAIC 2165A)

(Section Continued on Next Page)

132-07 DETERMINATION OF VALUE OF UNASSESSED REAL PROPERTY OAS, ANB, APSB, ANC

132-07

When an interest in real property, such as unpatented mining claims, timber, oil or mineral rights or leaseholds, cemetery property held for profit, etc., is declared but is not listed on the local assessment rolls, it shall be referred to the county assessor to determine whether or not it is assessable, and if assessable, its assessed value. The assessed value so determined shall be used in establishing eligibility to OAS, ANB, APSB and ANC. (WAIC 1560, 2140, 3075, 3460; Rev. & Tax. C 201, 531; AGO NS 1044)

In OAS, any place of abode of an applicant or recipient, whether house, boat, trailer, or other habitation, is considered real property, and the county assessed valuation of any such place of abode shall be determined and taken into consideration in computing the total county assessed value of real property. If such place of abode is declared by the applicant or recipient to be his property but is not listed in the local assessment rolls, such property shall be referred to the county assessor to determine whether it is assessable, and if assessable, its assessed value. If investigation reveals that such property is not assessable or it is impossible to obtain the county assessed value, the current market value of the property shall be obtained and this value substituted for the county assessed valuation in computing the total county assessed value of real property of the applicant or recipient. (See Secs. 132-00, Limitation on Assessed Value of Real Property, AND 132-03, ENCUMBRANCES OF RECORD DEDUCTED FROM ASSESSED VALUE OF REAL PROPERTY.) (WAIC 2140, 2163.7)

Burial space is generally considered real property. Property used or held exclusively for burial, except when held for profit, is not subject to local assessment. For the purpose of establishing eligibility for aid, when the assessed value of the other real property holdings approaches the maximum permitted for the specific category of aid, the value of any cemetery, mausoleum, or columbarium property intended for the use of the owner or his family shall be determined in accordance with the assessed value of similar property which is held for profit in the same or another comparable cemetery, mausoleum or

(Section Continued on Next Page)

132-03 ENCUMBRANCES OF RECORD DEDUCTED FROM ASSESSED VALUE OF REAL PROPERTY OAS, ANB, APSB, ANC

132-03

Encumbrances of record shall be deducted from the county assessed value of real property before the \$3,500 limitation on county assessed value in OAS, ANB, and APSB, and the \$3,000 limitation on county assessed value in ANC, is applied in determining eligibility. Encumbrances include any debt for which the property is security but to be deductible, the encumbrance shall be a written record the discharge of which requires the payment of money. (See Glossary-Encumbrances.) The existence, amount, and duration of all encumbrances to be deducted from the applicant's property shall be determined and accurately recorded. (See Secs. 132-00, Limitation on Assessed Value of Real Property, and 132-07, Determination of Value of Unassessed Real Property.)

A search of the county recorder's records may be necessary for verification of an encumbrance against real property. Verification of the amount of the unpaid balance and the duration of the encumbrance may be made by interview or correspondence with the holder of a mortgage or note and/or by inspection of the document. (See Sec. 233-00, Verification of Real and Personal Property.)

Some of the more common types of encumbrances on real property are:

Mortgages
Deeds of trust
Delinquent tax liens

Judgment liens Loans Mechanics' liens Builders' liens Assessments Attachments

(W&IC 1520, 1560, 2140, 2164, 2165, 3047, 3075, 3447, 3460; AGO-NS5134)

132-30 DETERMINATION OF ASSESSED VALUE OF REAL PROPERTY OAS, ANB, APSB, ANC

132-30

In OAS, the assessed value of all real property to an applicant and his spouse and in ANC to a child or children and their parent or parents, shall be ascertained. (For exception in OAS, see Sec. 131-18, Ownership of Real Property by Separated Spouse.) In ANB and APSB only the assessed value of property belonging to the applicant as separate property, or as his equal share of community property is considered. In ANC reference below to "husband" "wife" or "couple" refers only to the natural or adoptive parents of children for whom ANC is requested.

The following are examples of real property ownership in which the assessed value shall be considered.

Separate property of a single person;
 Separate property of husband or wife;

3. Separate property of a separated couple (in OAS and ANC); for exception in OAS, see Sec. 131-18;

4. Community property of a couple;

5. Community property of a separate couple;

6. Property held in joint tenancy;

7. Property held in tenancy in common;

- 8. An interest in an undistributed estate when the property is in fact available prior to distribution;
- 9. Property purchased or sold under contract of sale(title not passing); 10. Property purchased under mortgage, deed of trust, etc. (Wait 1520, 1560;

2140, 2165, 3047, 3075, 3460, 3447; AGO NS466, NS704, NS778, NS1715, NS2387, NS5202)

11. In ANB and APSB property involuntarily converted into personal property. The proceeds from such involuntary conversion shall be considered real property for a period of one year from their receipt. (See Secs. 141-00, Types of Personal Property, 146-00, Conversion of Property) (Wait 3047-3, 3447-3)

132-20 REAL PROPERTY OUTSIDE U.S.
OAS, ANB, APSB, ANC

132-20

When real property is located outside the United States, the assessed valuation shall be considered on the basis of rate of exchange in American dollars, regardless of manner by which other units of government determine the assessed value of such property. If, e.g., the Mexican Consul advised that property in Mexico was assessed at 1000 pesos and rate of exchange was 5 pesos to 1 dollar, the assessed value of the property would be \$200.

To obtain information regarding real property located outside the United States, various sources are used. When no language barrier exists, the county may correspond with the unit of government or public official concerned. When a language barrier exists, inquiry is generally directed to an American Consul in the country concerned. The nearest representative of the other country may also be consulted.

During the present period of hostilities, continued ownership of real property located in countries actively at war, or in conquered or occupied areas, is in doubt and the value, if any, of the holdings can not be ascertained. When it is impossible to obtain reasonably positive evidence of eligibility or ineligibility with respect to real property located in such countries, it is the presumption that continued ownership is in doubt and that such property has no present value in determining eligibility. For the present, investigation of such holdings need not be pursued. Upon cessation of hostilities, investigation shall be made through the usual sources available in determining the value of real property in foreign countries, aid to continue during the investigation provided eligibility otherwise exists. (W&IC 1560, 2140, 3075, 3460)

132-25 INCREASE OR DECREASE IN ASSESSED VALUE OF REAL PROPERTY
OAS, ANB, APSB, ANC

132-25

Eligibility may be affected by an increase or a decrease in assessed value of real property.

The current assessed value is used in determining eligibility. (Wall 1520, 1560, 2164, 2165, 3047, 3075, 3447, 3460)

134-10 REAL PROPERTY SOLD BY RECIPIENT OAS, ANB, APSB, ANC

134-10

A recipient (in ANC this includes child and/or parents) who sells real property and receives personal property (cash, or cash and security) which brings his personal property above the maximum allowed for the specific aid is ineligible (for exception see Sec. 146-00 Conversion of Property). However, a recipient remains eligible if prior to the first of the following month he reduces his personal property assets below the allowed maximum for the respective category of aid, and provided he has not disposed of personal property for the purpose of qualifying for aid. For example, reduction of personal property by purchase of another piece of real property does not render the recipient ineligible provided the county assessed value of all real property does not exceed the maximum allowed under the respective category of aid.

The status of the recipient on date that warrant is due for delivery determines his eligibility to continue to receive aid.

Example: A RECIPIENT OF OAS SOLD REAL PROPERTY ASSESSED AT \$1000 FOR CASH AMOUNTING TO \$2300 ON JULY 15. A WEEK GATER MR PURCHASED PROPERTY ASSESSED AT \$1300 FOR \$2400 CASH. HE HAD REPORTED \$250 CASH ON HAND AT TIME OF LAST REINVESTIGATION. HAD HIS PERSONAL PROPERTY ASSETS EXCEEDED THE AMOUNT ALLOWED IN OAS ON AUGUST 1, HE WOULD HAVE BEEN INCLIGIBLE FOR AID ON THAT DATE. SINCE HE CONVERTED HIS PERSONAL PROPERTY HOLDINGS INTO REAL PROPERTY BEFORE THAT DATE, HE WAS ELIGIBLE FOR THE AUGUST PAYMENT AS THE ASSESSED VALUE OF THE NEW PROPERTY, TOGETHER WITH THE COUNTY ASSESSED VALUE OF HIS OTHER REAL PROPERTY, WAS NOT IN EXCESS OF THAT PERMITTED BY THE OAS LAW. (WITC 1560, 2140, 3075, 3460)

134-15 ACQUISITION OF REAL PROPERTY BY EXCHANGE OAS, ANB, APSB, ANC

134-15

When property is exchanged, e.g., country property for town property, a large home for a small one, or vice versa, such transfers of property should be arranged with the concurrence of the county.

The use of personal property, even in excess of the maximum allowed, for purchase of real property does not result in ineligibility if the county assessed value thereof, together with other real property, is not in excess of the maximum allowed according to the specific category of aid. (See ALSO Sec. 146-00, CONVERSION OF PROPERTY.) (W&IC 1560, 2140, 3075, 3460)

134-30 ACQUISITION OF REAL PROPERTY BY GIFT
OAS, ANB, APSB, ANC

134-30

In determining eligibility, the assessed value of real property acquired as a gift shall be considered according to the provisions of the respective category of aid. Such a gift, however, is the separate property of the person who received it. (Wall 1560, 2140, 3075, 3460)

132-55 REAL PROPERTY BOUGHT OR SOLD UNDER MORTGAGE OR DEED OF TRUST
OAS, ANB, APSB, ANC

132-55

When real property is sold and a mortgage or deed of trust is taken as security for the unpaid balance of the sale price, title passes to the buyer (vendee). The assessed value of the property so sold is not considered as real property in determining the eligibility of the seller. The assessed value is a factor in determining the buyer's (vendee's) eligibility as he holds title to the property. (See Sec. 143-45, Determination of Value of Notes, Mortgages and Deeds of Trust.) (Wall 1560, 2140, 3075, 3460)

132-56 REAL PROPERTY LOST THROUGH FORECLOSURE OAS, ANB, APSB, ANC

132-56

When property of an applicant or recipient is lost through foreclosure, title passes to the new owner immediately upon sale of property under the decree of foreclosure. The former owner only has an equity for redemption purposes. The assessed value of the property is not considered in determining eligibility under these circumstances. (Wall 1560, 2140, 3075, 3460)

132-58 REAL PROPERTY HELD IN ESCROW OAS, ANB, APSB, ANC

132-58

While real property is held in escrow, title to property does not pass to purchaser but remains with seller. Therefore, the assessed value of property placed in escrow is a factor in determining eligibility. (W&IC 1560, 2140, 3075, 3460)

132-60 REAL PROPERTY HELD BY LEASE

132-60

For purposes of OAS, a lease shall be considered real property provided there is verification that:

- 1. The lease is for a period of not less than ten years; and
- 2. The leased premises are used as a place of residence for the lessee.

When both of these conditions are present the county assessed value of the leased land and the house or other shelter upon it is considered in determining eligibility of the applicant for or recipient of OAS.

Any place of abode owned by an applicant or recipient, whether house, trailer, or other habitation, shall be considered real property, regardless of whether or not the land upon which it is located is leased to him. (W&IC 1560, 2140, 3075, 3460)

134-00 PURCHASE OF REAL PROPERTY
OAS, ANB, APSB, ANC

134-00

Property may be purchased without affecting eligibility for aid provided the assessed value of such property together with the assessed value of all other property owned does not exceed the limitations provided in the law for the respective category of aid.

If a recipient or spouse purchases property, the terms of the purchase and plan of payment shall be ascertained. If it does not appear that the payments can be met out of the known resources and the grant, the possibility of unknown assets or income should be explored. (Wall 1560, 2140, 3075, 3460)

135-85

Transfer of title to property of a value greater than the maximum set by law because of the grantor's belief that an obligation exists, either to a relative or a friend, for past service or assistance rendered, there being no recognition or evidence of a bona fide debt results in ineligibility. This applies also when a transfer reduces the value of the remaining property within the maximum set by law. (WAIC 1560, 2:40, 3075, 3460)

135-90 DISCOVERY AFTER AID GRANTED OF TRANSFER OF REAL PROPERTY
OAS, ANB, APSB, ANC

135-90

Sometimes a transfer of property is discovered which was not declared either at the time of application or later and which was not found during the original investigation. Eligibility shall be redetermined in the light of the new information. Any excess aid received is considered as a debt to the State and county, and is subject to recovery from assets the recipient may have other than the grant of aid. Action may be brought to secure restitution. (MAIC 1560,2140, 3075, 3460)

136+00 NOTICE OF INTENTION TO AID IN TRANSFER OF REAL PROPERTY

136-00

Any person, who, knowing that the owner of the property is an applicant, aids or abets in buying or in any way disposing of the property of an applicant shall give 15 days' notice of the intention to make the transfer, to the board of supervisors by serving upon the chairman of the board a declaration in writing setting forth the name of the owner of the property, the fact that he is an applicant, a description of the property sufficient to enable it to be identified with reasonable certainty, and the time and place where the contemplated transaction will be completed. Failure to give such notice constitutes a misdemeanor. (W&IC 2140)

136-10 RECIPIENTS' RESPONSIBILITY IN TRANSFERRING PROPERTY OAS, ANB, APSB, ANC

136-10

It is the responsibility of recipients of OAS, ANB, APSB, and ANC to keep the county informed regarding all changes in their financial situation. It is expected that any contemplated disposal or acquisition or property will be brought to the attention of the county at once. The county is then in a position to determine the effect, if any, of the transfer upon eligibility for continued aid. (WAIC 1560, 2140, 3075, 3460)

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135-85 TRANSFER OF REAL PROPERTY TO SATISFY DEBT OAS, ANB, APSB, ANC

135-85

When satisfaction of a debt is given as the reason for a transfer of property of a value greater than the maximum set by law, existence of the obligation and its amount shall be verified. This applies also when as a result of a transfer the value of the remaining property is within the maximum set by law. Eligibility is not impaired if there was an existing bona fide debt in an amount which represented a reasonably adequate consideration for the grantor's equity in the property. Evidence which may be considered in proving the existence of an obligation includes promissory notes, receipted bills, records of payments on account or bank books, affidavits of creditors or other responsible persons, etc.

Due to the mutual obligation existing between parent and child, support given by one to the other is not held to represent a valid debt unless there is evidence that the child became indebted in order to render the assistance or that the assistance given otherwise resulted in undue hardship on him or his immediate family.

Complete information shall be secured regarding any loan from a legally responsible relative for which transfer of property was intended as repayment when the property involved is pertinent to eligibility status. The following questions suggest the type of information to be secured when investigating such a transfer of property to a relative in satisfaction of a past obligation:

- 1. Had the responsible relative reached his majority at the time the purported loan was made? (If the relative was a minor, there is the possibility that his earnings and services were legally the property of his parent.)
- 2. Were the resources of the responsible relative when the purported loan was made such that he might reasonably have advanced the sum in question?
- 3. If the child himself became indebted in order to negotiate the loan, is there evidence to establish this fact?
- 4. Was the debt declared during the investigation of the application for aid?
- 5. Are there other persons having intimate knowledge of the transaction who will make affidavit thereto including the facts on which their knowledge is based?
- 6. Are there receipted bills, cancelled checks, letters, etc., supporting the statement that the obligation exists?

The foregoing questions are not intended to be all inclusive as the investigation to be made will be governed by the circumstances in the specific case. They are merely designed to exemplify the type of information which should be evaluated when considering the validity of the debt to a responsible relative.

139-00 LIENS ON REAL PROPERTY
OAS, ANB, APSB, ANC

139-00

Aid granted under the provisions of the OAS, ANB, APSB, or ANC laws shall not constitute a lien upon any property. In ANC this also applies to aid granted under the act in excess of the statutory maximum.

When a lien, deed or mortgage is taken to secure GR reimbursement, it shall be so worded as to obtain satisfaction for GR alone. (AGO NS4473)

139-15 LIENS AND QUIET TITLE ACTIONS
OAS

139-15

In any case in which the board of supervisors or the SDSW has authorized or has purported to authorize the release of any lien created, or to convey any title acquired under provisions of Chapter 530, of the Statutes of 1929, and in any case in which a mortgage, deed of trust or other lien upon the property affected thereby, has been foreclosed, any person interested in the property which was or might have been affected by said lien, may bring an action against the county and State of California to have determined the validity of any such release and to quiet title against the county and the State. The county and the State of California may be named as parties defendant in any action brought to foreclose any mortgage, deed of trust, or other lien existing upon the property affected by any such lien and in any action affecting the title to said property and the county and the State shall be bound by a judgment rendered in such action in the same manner as other lien claimants and defendants. In any action authorized by Section 2230 of the W. & I. Code, service of process shall be made upon the chairman of the board of supervisors for the county and upon the Director of the SDSW for the State. (AGO NS4473)

138-00 EXCESS ASSETS IN REAL PROPERTY OAS, ANB, APSB, ANC

138-00

If at any time a recipient in OAS, ANB, or APSB, or child or children and/or parent or parents in ANC, becomes possessed of real property in excess of the amount allowed for the particular category of aid, the recipient is responsible for notifying the county immediately. The county shall redetermine eligibility on the basis of present holdings.

If investigation shows past ineligibility, effort shall be made to secure repayment of any aid received during a period of ineligibility. However, in the absence of fraud or concealment of assets upon the part of the recipient who has received aid to which he was not entitled, the right exists to obtain repayment of aid only to the extent of the largest amount by which his real property exceeded the maximum for the particular category of aid during the period of ineligibility, but in no event shall repayment be in an amount greater than the aid which he received while possessed of such excess property. (See Sec. 672-25, Reporting of Adjustments.) (Wall 1560, 2140, 3075, 3460)

138-10 EXCESS ASSETS IN REAL PROPERTY DISCOVERED AT DEATH OAS

138-10

If upon the death of a recipient of aid, it is found that he had property or income, in excess of that allowed, which had not been disclosed to the county, double the amount of excess aid paid him may be recovered by the SDSW.

When this situation arises, the county shall at once send a full report to the SDSW who in turn shall initiate the proper action for double recovery from the estate.

Excess assets may be discovered through reports from private individuals, a search of probate records, or county officials such as the public administrator, auditor, district attorney, etc.

If recovery of excess aid is to be made, claims against an estate must be filed within six months of date of publication of notice to creditors. (Walt 2223)

140-00 (Continued)

140-00

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF- SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
AID SHALL BE GRANTED TO MAY APPLICANT, OTHERWISE ELIGIBLE, WHO HAS NOT MADE ANY VOLUNTARY ASSIGNMENT OR TRANSFER OF PROPERTY FOR THE PURPOSE OF OTTAINS, WHEN USED FOR THE PURPOSE OF PROVIDING A PLACE OF RESIDENCE FOR THE OWNERS THEREOF AND WHEN SUCH ESTATE IS FOR A PERIOD OF NOT LESS THAN 10 YEARS, SHALL BE CONSIDERED REAL PROPERTY. (W&IC 2163.5) ANY PLACE OF ABODE OF AN APPLICANT OR RECIPERNT, WHETHER HOUSE, BOAT, TRAILER, OR OTHER HABITATION, SHALL BE CONSIDERED REAL PROPERTY. (W&IC 2225) AID GRANTED SHALL NOT CONSTITUTE A LIEN UPON ANY PROPERTY OF THE RECIPIENT. (W&IC 2225) ANY PERSON WHO, KNOWING HE IS NOT ENTITLED THERETO, OBTAINS OR ATTEMPTS TO OBTAIN AID TO WHICH HE IS NOT ENTITLED, OR A LARGER AMOUNT THAN THAN THAT TO WHICH HE IS LEGALLY ENTITLED, OR THE PAYMENT OF A MY FORFEITED INSTALLMENT GRANT, IS GUILTY OF A MYSORMEANOR, AND ANY PERSON WHO, KNOWING THAT THE OWNER OF THE PROPERTY IS AN APPLICANT, AIDS OR ABETS IN BUYING OR IN ANY MAY DISPOSING OF THE PROPERTY OF AN APPLICANT, AIDS OR ABETS IN BUYING OR IN ANY MAY DISPOSING OF THE PROPERTY OF AN APPLICANT SHALL GIVE IS DAYS NOTICE OF THE INTENTION TO MAKE THE TRANSFER, TO THE BOARD OF SUPERVISORS BY SERVING UPON THE CHAIRMAN OF THE BOARD A DECLARATION IN MRITSING SETTING FORTITHE NAME OF THE OWNER OF THE PROPERTY, THE FACT THAT HE IS AN APPLICANT TO ENABLE IT TO BE IDENTIFIED WITH REASONABLE CERTAINTY, AND THE TIME AND PLACE MHERE THE CANTENTY, THE FACT THAT HE IS AN APPLICANT TO ENABLE IT TO BE IDENTIFIED WITH REASONABLE CERTAINTY, AND THE TIME AND PLACE MHERE THE CONTEMPLATED TRANSACTION WILL BE COMPLETED, AND FAILURE TO GIVE SUCH NOTICE SHALL CONSTITUTE A MISDEMEANOR. (W&IC 2007.) NO PERSON SHALL BE DENIED ANY AID FOR ANY TRANSFER OF HIS PROPERTY MHICH TRANSFER DOES NOT DEPREVE HIM OF THE PRESENT USE, ENJOYMENT OR INCOME THEREOF AND DOES NOT RENDER HIM INELIGIBLE UNDER MAXIMUM PROPERTY LIMITATIONS. (W&IC 2007.5)	PRIOR TO THE DATE OF AP- PLICATION, IF THE VALUE OF THE POLICY OR POLICIES AT MATURITY IS IN AN AMOUNT NOT EXCEEDING \$1,000. (SEE SEC. 142-05, LIMITA- TIONS ON PERSONAL PROPER- TY.) NO LIFE INSURANCE POLICY SHALL BE VALUED AT MORE THAN ITS PRESENT SURRENDER VALUE TO THE APPLICANT OR RECIPIENT. PREMIUMS PAID ON LIFE INSURANCE POLI- CIES SHALL NOT BE DEEMED INCOME OR RESOURCES OF THE APPLICANT OR RECIP- IENT, WHETHER OR NOT THE PERSON BY WHOM THE PRE- MIUMS ARE PAID IS A RE- SPONSIBLE RELATIVE AND NO DEDUCTION THEREFOR SHALL BE MADE FROM THE AMOUNT OF AID GRANTED. (W&IC 3047, 3447) AN APPLICANT S SHARE OF ANY ESTATE, WHICH SHARE HAS NOT BEEN DISTRIBUTED AND OF WHICH HE HAS NO PRESENT ECONOMIC USE, DOES NOT CONSTITUTE PROPERTY. (W&IC 3047.5 AND 3448) ANY PROCEEDS FROM INVOLUN- TARY CONVERSION OF REAL PROPERTY INTO PERSONAL PROPERTY INTO PERSONAL PROPERTY RECEIVED BY THE RECIPIENT SHALL BE DEEMED REAL PROPERTY FOR ONE YEAR FROM THE TIME OF THEIR RECEIPT. (W&IC 3047.3, 3447.3)	ITS PRESENT SURRENDER VALUE TO THE INSURED. (W&IC 1521.2.)

140-00 PROVISIONS OF THE W. & I. CODE REGARDING PERSONAL PROPERTY

140-00

OLD AGE SECURITY

No AID SHALL BE GRANTED OR PAID TO ANY PERSON WHO OWNS PERSONAL PROPERTY, THE VALUE OF WHICH, LESS ALL ENCUMBRANCES OF RECORD, EXCEEDS \$600. (SEE SEC. 142-00, LIMITATIONS ON PERSONAL PROPERTY.)

THE TERM PERSONAL PROPERTY - SHALL NOT IN-CLUDE A POLICY OR POLICIES OF LIFE INSURANCE ON THE LIFE OF THE APPLICANT OR RECIPIENT WHICH HAS OR HAVE BEEN IN EFFECT AT LEASE FIVE YEARS PRIOR TO THE DATE OF APPLICATION IF THE VALUE OF THE POLICY OR POLICIES AT MATURITY IS IN AN AMOUNT NOT EXCEEDING \$1,000. NO LIFE INSURANCE POLICY SHALL BE VALUED AT MORE THAN ITS PRESENT SURRENDER VALUE TO THE APPLICANT OR RECIPIENT. PRE-MIUMS PAID ON LIFE INSURANCE POLICIES SHALL NOT BE DEEMED INCOME OR RESOURCES OF THE APPLICANT OR RECIPIENT, WHETHER OR NOT THE PERSON BY WHOM THE PREMIUMS ARE PAID IS A RESPONSIBLE RELATIVE OF APPLICANT OR RE-CIPIENT. AND NO DEDUCTION THEREFOR SHALL BE MADE FROM THE AMOUNT OF AID GRANTED TO THE RECIPIENT. (W&IC 2163)

THE INTEREST OF AN APPLICANT OR RECIPIENT IN AN ESTATE AS HEIR; DEVISE, OR LEGATES SHALL NOT BE CONSIDERED PROPERTY OF THE APPLICANT OR RECIPIENT UNTIL IT HAS BEEN DISTRIBUTED TO HIM AND IS AVAILABLE FOR EXPENDITURE OR DISPOSITION BY HIM; AND THE INTEREST OF A BENEFICIARY OF A TRUST SHALL NOT BE CONSIDERED TO BE PROPERTY OF THE BENEFICIARY UNTIL IT HAS BEEN MADE AVAILABLE FOR EXPENDITURE OR DISPOSITION BY HIM. (W&IC 2163.1)

THE TERM PERSONAL PROPERTY SHALL NOT INCLUDE PERSONAL EFFECTS OF THE APPLICANT OR RECIPIENT. PERSONAL EFFECTS INCLUDE CLOTHING, FURNITURE, HOUSEHOLD EQUIPMENT, FOODSTUFFS, AND FUEL, BUT DO NOT INCLUDE JEWELRY AND STEMS OF SIMILAR CHARACTER OF A NET VALUE IN EXCESS OF \$200. (W&IC 2163.2)

OWNERSHIP OF STOCK IN A WATER COMPANY NOT APPURTENANT TO THE LAND SHALL BE CONSIDERED REAL PROPERTY TO THE EXTENT OF AND IN THE AMOUNT NECESSARY TO OBTAIN WATER FOR AGRICULTURAL PURPOSES. (W&IC 2163.4)

THE TERM PERSONAL PROPERTY SHALL NOT INCLUDE INTERMENT PLOTS AS DEFINED IN SECTION
7022 OF THE HEALTH AND SAFETY CODE (SEE
GLOSSARY - INTERMENT PLOT) NOR MONEY PLACED
IN TRUST OR INSURANCE FOR FUNERAL OR INTERMENT EXPENSES OR SIMILAR PURPOSES, NOR TO
ANY CONTRACT RIGHTS CONNECTED THEREWITH, IF
SUCH MONEY, INSURANCE, OR CONTRACT RIGHTS
DO NOT EXCEED \$500 IN VALUE. (W&IC 2163-6)

AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS

AID SHALL NOT BE RECEIVED BY ANY PERSON WHO OWNS PERSONALOR REAL PROPERTY, OR BOTH, THE COUNTY ASSESSED VALUATION OF WHEN, LESS ALL ENCUMBRANCES THEREON OF RECORD, IS IN EXCESS OF \$3,500.

IN AND AID SHALL NOT BE RECEIVED BY ANY PERSON WHO OWNS CASH, INSURANCE HAV-ING & CASH SURRENDER VALUE, OR SECURITIES, THE COMBIN-ED VALUE OF WHICH, LESS ALL ENCUMBRANCES THEREON OF RECORD, IS IN EXCESS OF \$600 UNLESS THE SOSWFINDS THAT THE PERSON ISCAPABLE OF BECOMING PARTIALLY OR WHOLLY SELF-SUPPORTING , AND THAT HE HAS ENTERED UPON A PROGRAM DESIGNED TO RENDER HIM SO SELF-SUPPORTING. IN THIS CASE HE MAY OWN ADDITIONAL CASH, INSURANCE HAVING A SURRE N-DER VALUE, OR SECURITIES OF A VALUE REASONABLY NECESSARY TO CARRY OUT SUCH A PROGRAM (BUT NOT IN EXCESS OF THE VALUATION SPECIFIED IN THE PREVIOUS PARAGRAPH) WITHOUT THERE-INELIGIBLE BY BECOMING FOR AID.

PERSONAL PROPERTY MAY NOT INCLUDE INTERMENT PLOTS AS DEFINED IN SEC. 7022 OF HEALTH AND SAFETY LODE, NOR MONEY PLACED IN TRUST OR INSURANCE FOR FUNERAL OR INTERMENT EXPENSES OR SIMPLAR PURPOSES, NOR TO ANY CONTRACT RIGHTS CONMENTED THEREWITH IF SUCH MONEY, INSURANCE, OR CONTRACT RIGHTS DO NOTEXCEED FIVE HUNDRED DOLLARS IN VALUE (\$500). (W&IC 3047.1, 3447.1)

THE TERM "PERSONAL PROPERTY" SHALL NOT INCLUDE A POLICY OR POLICIES OF LIFE INSURANCE ON THE LIFE OF THE APPLICANTOR RECIPIENT WHICH HAS OR HAVE BEEN IN EFFECT AT LEAST FIVE YEARS

AID TO NEEDY CHILDREN

NO AID SHALL BE GRANT-ED OR PAID FOR ANY ORPHAN CHILD WHO HAS CASH OR SECURITIES THE TOTAL VALUE OF WHICH EXCEEDS \$600 NOR FOR ANY CHILDOR CHILD-REN IN ONE FAMILY WHO HAVE, OR WHOSE PARENTS HAVE, OR THE CHILD OR CHILDREN AND PARENTS HAVE, CASH OR SECURI-TIES THE COMBINED VALUE OF WHICH EXCEEDS \$600 (SEE SEC. 142-10, LIMITATIONS ON PERSONAL PROPERTY.)(W&IC 1521)

A CHILD'S SHARE OF ANY ESTATE, WHICH SHARE HAS NOT BEEN DISTRIBUTED AND OF WHICH HE HAS NO PRESENT ECONOMIC USE, DOES NOT CONSTITUTE PROPERTY. (W&IC 1521.5)

OWNERSHIP OF STOCK IN A WATER COMPANY NOT APPURTENANT TO THE LAND SHALL BE CONSIDERED REAL PROPERTY TO THE EXTENT OF AND IN THE AMOUNT NECESSARY TO OBTAIN WATER FOR AGRICULTURAL PURPOSES. (W&IC 1520.1)

THE TERM PERSONAL PROPERTY SHALL NOT INCLUDE A POLICY OR POLICIES OF LIFE IN-SURANCE UN THE LIFE OF THE CHILD, OR CHILDREN IN ONE FAMILY, OR ON THE LIFE OF THE PAR-ENTS OR PARENTS AND CHILDREN, WHICH HAS BEEN IN EFFECTATLEAST FIVE YEARS PRIOR TO DATE OF APPLICATION POLICY OR POLICIES IN THE AGGREGATE AT MA-TURITY IS IN AN AMOUNT EXCEEDING ONE NOT DOLLARS THOUSAND (\$1000.) NO LIFE IN-SURANCE POLICY SHALL BE VALUED AT MORETHAN

141-00 (Continued)

141-00

In ANB and APSB household goods are considered personal property;

- 2. The net cash surrender value of any life insurance policy on the life of the applicant or recipient of less than five years' standing;
- 3. The net cash surrender value of that portion of a life insurance policy or policies on the life of the applicant or recipient in effect five years or more which exceeds a net value at maturity of \$1,000; (See Sec. 143-82, Definition of Insurance Terms.)
- 4. Dividends on insurance policies left on deposit with the company and available to the applicant upon demand;
- 5. The value of a commercial or other business enterprise;
- 6. Proceeds received by recipients from the following sources:
 - a. Payments received because of judgments or nonrecurring lump sum payments received because of compensation laws; (See Sec. 146-05, Judgments and Compensation as Personal Property.)
 - b. Personal property received through inheritance, either by will or succession; (See Secs. 132-52, Undistributed Estates, and 144-10, Determination of Personal Property Value of Undistributed Estates.)
 - c. Cash received in a lump sum by the insured from the surrender or maturing of insurance policies;
 - d. Cash received by the recipient as beneficiary of an insurance policy or policies carried by the deceased spouse, including OASI lump sum death payments received by the recipient as spouse of an insured worker.
 - e. Nonrecurrent lump sum payments received by the recipient and/or his spouse from retirement or pension systems of which he or she was a former member; for example, State Employees Retirement System, Federal Employees Retirement Fund under the U.S. Civil Service Commission.retirement plans of private corporations, etc.
- 7. Proceeds resulting from conversion of property;
 - a. The return, exclusive of interest, dividends, etc., resulting from the sale of real or personal property; (for exception see item 1 of this section; also Sec. 146-00, Conversion of Property.)
 - b. The proceeds resulting from the sale of an entire holding of livestock, poultry, etc.; (See Sec. 146-00, CONVERSION OF PROPERTY.)
- 8. The lessee's interest in lease of real property for a period of years;
- 9. An heir's interest in an undistributed estate only when the property in the undistributed estate is in fact personal property and is available to the recipient prior to distribution;
- 10. A trust when the property is in fact available in whole or in part.

The fact that the personal property is held in another state or country is not occasion for disregarding it when determining eligibility. (W&IC 2140, 2163, 2163.2, 2163.6, 3047, 3075, 3447, 3460)

141-00 TYPES OF PERSONAL PROPERTY OAS. ANB. APSB

141-00

All property which is not real property is personal property. The following types of holding shall be considered when determining the value of the applicant's personal property.

1. Cash on hand, in a bank, in postal savings, or in a safe deposit box, stocks (for exception of water stock in ANC and OAS, see Sec. 143-55, Determination of Value of Stocks and Bonds), bonds, notes, mortgages, deeds of trust, livestock and fowl, farm or other implements, vehicles, jewelry, and other items of similar character;

The term personal property shall not include interment plots as defined in Section 7022 of the Health and Safety Code (see Glossary-Interment plot) nor money placed in trust or insurance for funeral or interment expenses or similar purposes, nor to any contract rights connected therewith, if such money, insurance, or contract rights do not exceed \$500 in value; (See Secs. 143-83, Distinction Between Exempt and Non-Exempt Insurance as Personal Property, and 144-08, Determination of Value of Trust Funds.) (W&IC 2140, 2163.6, 3047.1, 3447.1)

In OAS money received by a recipient from the sale of his home as the result of a suit filed under eminent domain proceedings shall be considered exempt personal property during the one year period following its receipt and while retained in cash or securities, but so much thereof as remains at the end of the one year period shall be considered in determining personal property holdings. (See Secs. 142-00, LIMITATIONS ON PERSONAL PROPERTY AND 146-00, CONVERSION OF PROPERTY) (WAIC 2165D)

In ANB and APSB proceeds received by a recipient from involuntary conversion of real property in a forced sale under deed of trust, court, or eminent domain proceedings shall be considered real property for a period of one year from date of receipt. So much thereof as remains at the end of the one year period shall be considered personal property. (See Sec. 132-30, Determination of Assessed Value of Real Property) (W&IC 3047.3 and 3447.3)

In OAS, ANB, and APSB, the value of any increment (interest and/or increase) accruing from the converted property shall be considered in the same manner as other income or property. In ANB and APSB, the assessed value of any converted property shall be determined. If the converted property is of a type not normally assessed, the current market value shall be used. (See Secs. 143-35, Determination of Value of Cash on Hand and in Safe Deposit Boxes; 143-37, Determination of Value of Bank and Postal Savings Accounts; 143-45, Determination of Value of Notes, Mortgages, and Deeds of Trust; and 143-55, Determination of Value of Stocks and Bonds)

In OAS personal property shall not include personal effects of the applicant or recipient. Personal effects include clothing, furniture, household equipment, foodstuffs, and fuel, but do not include jewelry and items of similar character of a net value in excess of \$200. Clothing, furniture, household equipment, foodstuffs, and fuel used primarily for commercial purposes or profit and not customarily used by the recipient and his immediate family are considered personal property. It is the presumption which may be refuted that the furniture in the home of the applicant or recipient is not personal property; (W&IC 2140, 2163.2)

141-05

The fact that the personal property is held in another state or country is not occasion for disregarding it when determining eligibility.

Monies received from any of the following sources shall be considered as income for the month received. The amount which remains from any such income as of the first of the following month shall be considered as personal property subject to the limitations of the law.

- 1. Proceeds from farm crops:
- 2. Commissions:
- 3. Regular periodic compensation payments both industrial and unemployment:
- 4. Annual rentals for farm lands;
- 5. Earnings of personal property such as interest or dividends,
- 6. Cash received by eligible children as beneficiaries of an insurance policy, or by parents, except when such parent is a beneficiary of a spouse's insurance policy. (N&IC #52#, #560)

141-10 OWNERSHIP OF PERSONAL PROPERTY DEFINED OAS, ANB, APSB, ANC

141-10

The term "owner" includes all persons who hold title either legal or equitable to personal property, regardless of its location. In OAS, ANB, and APSB it also includes the vendor (i.e., the seller) and the vendee (i.e., the buyer) of personal property under a conditional sales contract.

Personal property is considered to be owned if it is held under any of the following conditions:

- 1. Clear of all indebtedness:
- 2. Subject to a mortgage, or other obligation against it, or if it has been placed as collateral:
- 3. Subject to purchase from another party under a conditional sales contract:
- 4. Subject to sale to another party under a conditional sales contract;
- In an undistributed estate when the property is in fact available prior to distribution of the estate. (See Sec. 144-10, Determination of Personal Property Value of Undistributed Estates.)
- 6. In a trust when the property is in fact available in whole or in part. (See Sec. 144-08, Determination of Value of Taust Funds.)

Personal property may be owned:

- 1. As separate property;
- 2. As community property;
- 3. In joint tenancy;
- 4. In tenancy in common;
- 5. In a partnership;
- 6. By a corporation. (Walc 1521, 1560, 2140, 2163, 216

141405 TYPES OF PPERSONAL PROPERTY
AND

141-05

Personal property considered in determining eligibility in ANC is restricted to cash and securities as fell

- 1. Cash includes:
 - a. Commercial or savings accounts
 - b. Postal savings
 - c. Building and loan accounts
- 2. Securities include:
 - a. Current net cash surrender value of insurance, excluding a policy or policies in effect at least five years if the net value at maturity is in an amount not exceeding \$1,000.
 - b. Market value of stocks, bonds, notes, mortgages, deeds of trust, etc.
 - c. An heir's interest in an undistributed estate when the property in the undistributed estate is in fact cash and/or securities and is available prior to the distribution.

The following shall be considered as personal property immediately upon receipt and thereafter:

1. Cash received in a lump sum from the surrender or maturing of insurance policies owned by parents or children:

2. Cash received as beneficiary of an insurance policy carried by a deceased spouse, including OASI lump sum death payments received by the recipient as spouse of an insured worker;

3. Payments received because of judgments or nonrecurring lump sum payments received because of compensation laws;

4. Cash or securities received by inheritance, either by will or by succession; (See Secs. 132-52, Undistributed Estates, and 144-10, Determination of Personal Property Value of Undistributed Estates.)

5. Nonrecurrent lump sum payments received by the recipient and/or his spouse from retirement or pension systems of which he or she was a former member; for example, State Employees Retirement System, Federal Employees Retirement Fund under the U.S. Civil Service Commission, retirement plans of private corporations, etc.

6. Proceeds, exclusive of interest, from the conversion of personal property, such as the sale of stocks or bonds, or the sale of real

property;

7. The proceeds resulting from the sale of an entire holding of live-stock, poultry, etc.; (See Sec. 146-00, Conversion of Property.)

8. An heir's share of any estate, which share has been distributed and of which he has present economic use;

9. A trust when the property is in fact available in whole or in part.

142-00 LIMITATIONS ON PERSONAL PROPERTY
OAS

142-00

The separate personal property of the applicant together with his share of the personal property which is held in community with the spouse shall not exceed \$600, after all encumbrances of record against such property have been deducted. (See Sec. 143-15, ENCUMBRANCES ON PERSONAL PROPERTY.)

Each of a couple is eligible when, after deducting the encumbrances of record, the separate personal property of the particular applicant or recipient, together with his share of the community property, does not exceed \$600 and other eligibility requirements are met. (W&IC 2140, 2163)

The value of personal effects (including clothing, furniture, household equipment, foodstuffs, fuel, and other similar items and encumbrances against such articles), shall not be considered when determining the value of personal property, unless such items are used primarily for commercial purposes or profit. Personal effects shall not include jewelry and items of similar character of a net value in excess of \$200. (See Secs. 141-00, Types of Personal Property, and 143-83, Distinction between Exempt and Non-Exempt Insurance as Personal Property.) (Wall 2140, 2163.2)

The term personal property shall not include interment plots as defined in Section 7022 of the Health and Safety Code (See GLOSSARY-INTERMENT PLOT) nor money placed in trust or insurance for funeral or interment expenses or similar purposes, nor to any contract rights connected therewith, if such money, insurance, or contract rights do not exceed \$500 in value. (See Secs. 143-83, Distinction Between Exempt and Non-Exempt insurance as Personal Property, and 144-08, Determination of Value of Trust Funds.) (MAIC 2140, 2163.6)

When a recipient's home is sold as the result of a suit filed under eminent domain proceedings the money received from such sale shall not be considered in determining personal property holdings, and during the one year period subsequent to the date payment is received the funds while retained in cash or securities shall be considered to represent exempt personal property. At the end
of the one year period so much thereof as remains represents money to be considered in determining the total personal property owned. The value of any increment
(interest and/or increase accruing from the converted property shall be considered in the same manner as other income or property. (See Secs. 141-00, Types of Personal Property, and 146-00, Conversion of Property) (Well 21650)

The value of a house (including a trailer, boat, or other such abode), owned by an applicant or recipient and used by him as his home, but located on the property of another, represents real rather than personal property. (W&IC 2163.7)

141-15 DETERMINATION OF OWNERSHIP OF PERSONAL PROPERTY OAS, ANB. APSB. ANC

141-15

In OAS, ANB, and APSB ownership of all personal property shall be established as the first step in determining that the value of personal property holdings is within the limitation for the respective category of aid. (See Secs. 141-10, Ownership of Personal Property Defined, 141-00, Types of Personal Property, and 146-00, Conversion of Property)

In ANC only ownership of cash, securities and insurance policies shall be established.

The county assessor's or tax collector's rolls may contain information regarding ownership of personal property; however, not all personal property is subject to taxation and those records do not necessarily reveal all of the personal property owned. (W&IC 1560, 2140, 3075, 3460)

141-20 SEPARATE AND COMMUNITY PERSONAL PROPERTY OAS, ANB, APSB

141-20

Evidence shall be secured to establish that property purported to be the separate property of the spouse is, in fact, his or her separate property. (See GLOSSARY--SEPARATE PROPERTY AND COMMUNITY AND SEPARATE PROPERTY.) Personal property which is determined to be the separate property of the spouse shall not be considered in determining the value of the applicant's personal property. The full value of separate personal property is considered in determining eligibility of the owner.

Each of a couple is presumed to own an equal interest in community personal property. Title to community property may be held jointly in the name of each of the couple, or it may be held in the name of either spouse. All property held in the name of the spouse of a married applicant is presumed to be community property, but the presumption may be refuted by evidence which establishes the property as separate property.

The net cash surrender value of nonexempt insurance may be either community or separate personal property, depending upon the facts. (See Sec. 143-82, Definition of Insurance Terms) (Wall 2140, 3075, 3460)

141-30 PERSONAL PROPERTY OF MINOR CHILDREN OAS, ANB, APSB

141-30

Personal property owned by minor children of an applicant for, or recipient of, OAS, ANB, and APSB shall not be considered in determining eligibility of the applicant or recipient. Such property is the property of the minor child and not of the parent.

Insurance policies held by minor children of applicants for, or recipients of, OAS, ANB, and APSB are considered to be the property of the child and not the property of the parent. Since such policies are the property of the child, the cash surrender value does not affect the eligibility of the parent. Emancipation of the child has no bearing on the ownership of such insurance. (WAIC 2140, 3075, 3460)

142-10 (Continued)

142-10

and it may be used for the family, such funds should be considered in determining eligibility of all the children in the family unit.

EXAMPLE:

MARY, ONE OF FIVE CHILDREN FOR MHON APPLICATION IS MADE BY THEIR MOTHER HAS \$1,000, WHICH WAS AWARDED HER BECAUSE OF INJURIES IN AN ACCIDENT. BY COURT ORDER IF IS SET ASIDE FOR HER USE ONLY. MARY HOULD BE DISQUALIFIED FOR AID, BUT THE ELIGIBLETY OF THE OTHER CHILDREN WOULD NOT BE AFFECTED.

Cash and securities are the only types of personal property considered in determining eligibility for ANC. Cash and securities shall include cash surrender value of insurance, except the cash surrender value of a policy or policies of life insurance on the life of the parents or parents and children which has been in effect five years, if the aggregate value at maturity does not exceed one thousand dollars (\$1,000). No policy shall be valued at more than its present surrender value. The value of household furnishings, an automobile or livestock and farm equipment is not considered. The maintenance of a car by a parent of children receiving ANC is authorized only when necessary as a means of adding to the household income or if required for transportation or the conveyance of supplies. (See Sec. 180-00, Provisions of WAIC REGARDING PERSONAL PROPERTY) (WAIC 1521, 1560)

142-25 CHANGE IN VALUE OF PERSONAL PROPERTY OAS, ANB, APSB, ANC

142-25

The value of personal property may increase or decrease due to the fluctuating nature of the value of individual holdings; for example, the value of stocks and other securities. In general, the cash surrender value of insurance increases with the lapse of time.

In OAS, ANB, and APSB eligibility may be affected as the value of livestock varies with market conditions and with the natural increase of flocks and herds. Automobiles decrease in value as they become older.

When the value of personal property holdings of the applicant or recipient (parent or child in ANC) approaches the maximum permitted under the law, a slight variation in the value of an individual holding may affect eligibility for aid and a redetermination of the value is necessary at frequent intervals. (See Secs. 140-00, Provisions of the Wall Regarding Personal Property, 142-05, Limitations on Personal Property, and 143-15, Encumbrances on Personal Property.) (Wall 1560, 2140, 3075, 3460)

142-05 LIMITATIONS ON PERSONAL PROPERTY
ANB, APSB

142-05

An applicant for or recipient of ANB may own cash, securities or cash surrender value of insurance the combined value of which, less encumbrances thereon of record, does not exceed \$600 in value. (See Secs. 141-00, Types of Personal Property, 141-10, Ownership of Personal Property Defined, 143-83, Distinction Between Exempt and Non-Exempt Insurance as Personal Property, and 146-00, Conversion of Property.) When the SDSW finds that a person's circumstances indicate the possibility of becoming partially or wholly self-supporting, and he has entered upon a program designed to render him so self-supporting, he may own additional cash, securities or cash surrender value of insurance, of a value reasonably necessary or advantageous to carry out such program. (See Sec. 233-55, Verification of Plan for Rehabilitation.)

In no instance may a recipient of ANB or APSB own real or personal property the combined assessed value of which, less all encumbrances thereon of record, exceeds \$3,500. (W&IC 3047, 3075, 3447, 3460)

Personal property shall not include interment plots as defined in Sec. 7022 of Health and Safety Code (see Glossary - Interment Plot), nor money placed in trust or insurance for funeral or interment expenses or similar purposes, nor to any contract rights connected therewith if such money, insurance, or contract rights do not exceed five hundred dollars (\$500) in value. (Well 3047.1,3447.1)

142-10 LIMITATIONS ON PERSONAL PROPERTY
AND

142-10

No aid under the ANC law, shall be granted or paid for any orphan child who has cash and/or securities, the total value of which exceeds \$600, nor for any child or children in one family who have, or whose parents have, or the child or children and parents have, cash or securities the combined value of which exceeds \$600. (See Sec. 181-05, Types of Personal Property.) The cash and/or securities of a step-parent shall not be considered in determining eligibility for ANC.

The child's share of any estate, which share has not been distributed and of which he has no present economic use, does not constitute property for the purposes of ANC. (See Sec. 144-10, Determination of Personal Property Value of Undistributed Estates.)

Each whole orphan of a group of whole orphans of one family may have cash and/or securities valued at \$600. A parent/parents and one child or a parent/parents and several children may have combined cash and/or securities valued at \$600.

Cash and/or securities including cash surrender value of insurance policies which are the exclusive property of a child or children who are not eligible for ANC shall not be considered in determining eligibility of other children in the family.

If a child in a family group has an amount in trust which is restricted for his use alone by the terms of the trust or by court order, and which is in excess of the amount allowed under the law, the other children in the family shall not be disqualified for aid because of this fact. When there are no restrictions on the use of money received as a judgment, or from other sources

143-15 ENCUMBRANCES ON PERSONAL PROPERTY OAS, ANB, APSB, ANC

143-15

In ANB and APSB, encumbrances of record shall be deducted from the county assessed valuation of personal property in determining eligibility.

In OAS, encumbrances of record shall be deducted from the current market value of personal property holdings in determining eligibility for aid.

In ANC, encumbrances against items of personal property shall not be deducted in determining the value of the personal property. The full market value of notes or other securities which have been assigned or hypothecated to assure payment of certain debts, shall be considered in determining eligibility for aid, unless actual transfer of ownership is affected. For exception in case of loans against insurance, see Secs. 143-05, Determination of Value of Personal Property, and 143-87, Effect of Loans Against Insurance.

The market value of the equity in personal property being purchased under contract of sale shall be included when determining the total value of personal property. See Secs. 142-00, 142-05, and 142-10, Limitations on Personal Property, for personal property which is not considered in OAS, ANB, and ANC.

When the market value in OAS or the county assessed value in ANB and APSB of all personal property considered in determining eligibility is well within the maximum, no verification of encumbrances need be made. The total value, without regard to encumbrances, may be stated in the case record, but encumbrances reported by the applicant or recipient, should be noted.

In OAS, when an increase in market value of personal property holdings or the acquisition of additional personal property, causes the total value to approach, equal or exceed \$600, the amount of encumbrances, if any, shall be established.

See Sec. 132-03, Encumbrances of Record Deducted from Assessed Value of Real Property, which applies likewise to personal property. (See Sec. 233-00, VERI-FICATION OF REAL AND PERSONAL PROPERTY.)

There are many forms of encumbrances against personal property. Some of the more common are:

- 1. Chattel mortgage:
- 2. Loans, including those for which stocks or bonds are collateral;
- 3. Attachments for debts, taxes, etc.;
- 4. Pledges (see Glossary, pledges). (Waic 1560, 2140, 3075, 3460)

143-00 DETERMINATION OF VALUE OF PERSONAL PROPERTY OAS

143-00

The current market value of items of personal property not specifically exempt in the OAS law, is used in determining the value of personal property holdings. The amount of all encumbrance against the property is deducted from the total market value. (See Section 142-00, Limitations on Personal Property, and 143-15, ENCUM-BRANCES ON PERSONAL PROPERTY.) (N&IC 2140, 2163)

143-05 DETERMINATION OF VALUE OF PERSONAL PROPERTY

143-05

The actual amount of cash on hand, in bank accounts (commercial, savings, and others), in postal savings and building and loan association accounts, shall be considered in determining the value of personal property holdings. The net current cash surrender value of nonexempt insurance (see Sec. 143-83, Distinction Between Exempt and Nonexempt Insurance as Personal Property), and the market value of stocks, bonds, notes, mortgages, deeds of trust, etc., shall be considered in establishing eligibility.

Encumbrances against items of personal property shall be deducted from the market value. See Sec. 143-82, Definitions of Insurance Terms, for method of determining the net cash surrender value of encumbered insurance policies. (See Secs. 140-00, Provisions of Wall Regarding Personal Property, and 142-10, Limitation on Personal Property) (Wall 1521, 1560)

143-10 DETERMINATION OF VALUE OF PERSONAL PROPERTY ANB, APSB

143-10

The total county assessed value of the applicant's separate personal property and his share of community personal property, less all encumbrances of record thereon, shall be considered in determining eligibility. (See Secs. 141-00, Types of Personal Property, 141-10, Ownership of Personal Property Defined, and 146-00 Conversion of Property.) The local county assessors's rolls shall be searched for the current year or for the most recent year for which the records are available.

Encumbrances of record claimed by the applicant shall be recorded in the county case record and investigated if the total assessed value of real and personal property approaches, equals, or exceeds \$3,500.

The county case record shall contain a report of the search and other verification as required in Sec. 132-03, Encumbrances of Record Deducted from Assessed Value of Real Property. (See Sec. 142-05, Limitations on Personal Property.) ((Maic 3047, 3447)

143-83 (Continued)

143-83

When total insurance holdings consisting of a number of policies which have been in effect five years or more have a net maturity value in excess of \$1,000, that portion of the insurance to be eliminated from consideration as personal property may be any combination of such policies which best operates to the advantage of the applicant.

When a policy or policies, previously not exempt, attain the age of five years they automatically revert into the exempt group, provided that the total of all exempt insurance does not exceed a net value at maturity of \$1,000.

In the case of a married couple each is considered to have a one-half interest in the net cash surrender value of policies carried by either. Insurance carried by an eligible or ineligible spouse which falls within the exemption outlined in the law shall not be considered in determining eligibility of applicant.

An insurance policy which has no cash surrender value is not an available resource for the support of the insured and has no effect upon his personal property status. (See Sec. 143-82, Definitions of Insurance Terms.) In OAS, an insurance policy or any portion thereof, with a maturity value in the amount of \$500 or less, the proceeds from which have been made a trust for funeral, interment or other similar purpose, even though subject to revocation, shall not be considered in determining the net maturity value of the insurance held by the applicant or recipient. Such purpose may only be established by means of a written instrument. The total of such insurance and other funds placed in trust for the purpose of funeral expenses, etc., shall be exempt from consideration as personal property only in an amount not exceeding \$500. (W&IC 1521.2, 2140, 2163, 2163.6, 3047, 3075, 3447, 3460)

143-82

Annuities usually are irrevocable and have no cash or loan value. Where annuities have a cash surrender value this value shall be considered as personal property unless the insurance falls within the exemption allowed in the law.

Paid up additions to the policy may be purchased with the dividends earned by the policy according to an option given to the insured by some companies. When accumulated dividends have been converted into paid-up additions, the amount of the additions must be considered in determining the net value of the policy at maturity. When the dividends are not used to purchase additions to the policy, but remain with the company where they are available to the applicant upon demand, the amount of such dividends represents personal property which must be considered in determining eligibility. (W&IC 1560, 2140, 3047, 3075, 3447, 3460)

143-83 DISTINCTION BETWEEN EXEMPT AND NON-EXEMPT INSURANCE
AS PERSONAL PROPERTY
OAS, ANB. APSB, ANC

143-83

Mes Cant

MET VALUE

Personal property shall not include a policy or policies of insurance which has or have been in effect at least five years if the net value of the policy or policies at maturity is in an amount not exceeding \$1,000. When the net value at maturity of such insurance policy or policies exceeds \$1,000, only that portion of the insurance which exceeds a net maturity value of \$1,000 shall be considered in determining the value of personal property holdings.

XAMPLE: A SINGLE RECIPIENT OWNS A POLICY OF INSURANCE AS FOLLOWS:

			NET VALUE	SURRENDER
I SSUED 1/15/25	FACE VALUE	LOAN	AT MATURITY	VALUE \$900
1/15/250000000000000	\$2,000	\$500	\$1,500	4700

THE FIRST \$1,000 OF THE NET VALUE AT MATURITY IS EXEMPT FROM CONSIDERATION. THE CASH SUR-RENDER VALUE OF THAT PORTION WHICH EXCEEDS \$1,000 CONSTITUTES PERSONAL PROPERTY. THE PER-SONAL PROPERTY VALUE OF THE INSURANCE IS

(\$1500 = \$1000) x \$ 900 = \$300

EXAMPLE:

A SINGLE APPLICANT OWNS INSURANCE POLICIES AS FOLLOWS:

POLICY	ISSUED	FACE VALUE	LOAN	AT MATURITY
A	6/5/39 5/3/33 6/15/32	\$500 \$900 \$200	\$100	\$500 \$800
C	6/15/32	\$200		\$200
Tot	AL NET VALUE AT MA	TURITY	000000000000000000	000000 \$19500

THE NET MATURITY VALUE OF POLICIES B AND C IS \$1,000. SINCE EACH IS OVER FIVE YEARS OLD, THESE POLICIES ARE NOT CONSIDERED IN DETERMINING ELIGIBILITY, AND IT IS NOT NECESSARY TO ASCERTAIN THE CASH SURRENDER VALUE OF THEM. THE GASH SURRENDER VALUE OF POLICY A MUST BE ASCERTAINED AND INCLUDED WITH THE VALUE OF OTHER PERSONAL PROPERTY.

144-15 DETERMINATION OF VALUE OF FROZEN ASSETS OAS, ANB, APSB, ANC

144-15

Frozen assets are those which have become unavailable to the owner through no voluntary act on his part and which can not be obtained by any voluntary act on his part. An interest as evidenced by deposits, certificates of ownership, etc., in defunct banks, building and loan associations, or other organizations may be frozen in so far as obtaining funds from the particular bank, or other institution is concerned, but the interest may be saleable at a discount. Such saleable value represents personal property to be considered in determining eligibility for the particular category of aid. (Will 1560, 2140, 3075, 3460)

144-20 DETERMINATION OF VALUE OTHER TYPES OF PERSONAL PROPERTY OAS

144-20

In addition to the types of personal property discussed in previous sections, and excluding personal effects aside from those used for commercial purposes or profit, other miscellaneous types of personal property may be encountered. The current market value of such property, i.e., the amount that could be realized upon quick sale, is the basis for determining the value. (W&IC 2140)

145-00 PERSONAL PROPERTY ACQUIRED BY PURCHASE OAS, ANB, APSB

145-00

Personal property may be purchased without affecting eligibility for aid provided the value of such personal property, together with other personal property holdings, does not exceed the limitations provided in the law for the respective category of aid.

If a recipient or spouse pruchases personal property, the terms of the purchase and plan of payment should be ascertained. If it does not appear that the payments can be met out of the known resources and the grant, the possibility of unknown assets or income should be explored. (Wait 2140, 3047, 3047, 3447, 3460)

145-05 PERSONAL PROPERTY ACQUIRED BY GIFT OAS, ANB, APSB, ANC

145-05

The value of personal property acquired by gift shall be considered in determining eligibility in accordance with the provisions of the respective category of aid. A gift is the separate property of the person receiving it. (W&IC 1560, 2140, 3047, 3075, 3447, 3460)

044-08 DETERMINATION OF VALUE OF TRUST FUNDS OAS, ANB, APSB, ANC

144-08

When an applicant or recipient does not have control of all or part of a trust, of which he is the beneficiary, the current market value of the trust or that portion not under his control (less encumbrances of record in OAS, ANB, and APSB) shall not be considered in determining personal property holdings of the applicant or recipient.

When ownership of the trust is dependent upon the occurrence of a certain event, such as the applicant or recipient attaining the age of 21 years, such trust is not considered the property of the applicant or recipient until the stipulated event occurs.

In OAS, ANB, and APSB a trust established for funeral, interment, or other similar purpose, even though subject to revocation, shall not be considered personal property provided the trust (1) does not exceed \$500 and (2) a written contract exists between the applicant or recipient and the trustee, setting forth the purpose and condition of the trust. The contract or agreement may be for the purpose of providing funds for funeral, interment, etc. expenses of the recipient and spouse, but no other person. The contract or agreement shall be reviewed and pertinent information shall be noted in the case record. For the purpose of Secs. 2163.6,3047.1, and 3447.1 of the W&IC, a trust is defined as the obligation resulting from a written agreement under which one person, the trustee, obligates himself to apply certain property (the corpus of the trust) of the other person, the trustor or beneficiary, for funeral, interment, or other similar expenses of the trustor or his spouse. (W&IC 1560, 2140, 2163.6, 3047.1, 3075, 3447.1, 3460.)

144-10 DETERMINATION OF PERSONAL PROPERTY VALUE
OF UNDISTRIBUTED ESTATES
OAS, ANB, APSB, ANC

144-10

Personal property in an undistributed estate is considered the personal property of the applicant or recipient when (1) the property is in fact personal property, and (2) the property is available to the applicant or recipient prior to distribution of the estate. The value of such personal property holdings shall be considered in determining eligibility according to the provisions of the respective category of aid.

In determining the value of the inheritance, if any, which is available before distribution consideration should be given to known indebtedness and to an estimate of the administrative costs exclusive of inheritance taxes. This estimate of administrative expense (exclusive of inheritance tax) may be deducted from the appraised value as filed with the probate court in determining the net amount of personal property available prior to distribution.

When two or more heirs have an undivided interest in an undistributed estate which is in fact available prior to distribution, each is considered to have an interest in proportion to the number of known heirs. (See Secs. #32-52, Undistributed Estates and #45-#0, Personal Property Acquired by Inheritance.) (W&IC 1521.5, #560, 2#40, 3047.5, 3075, 3448, 3460)

146-00 (Continued)

146-00

The following represent some types of conversion of property from one form to another: (See Sec. | 14 | =00, Types of Personal Property.)

- 1. Principal payments on property sold under contract of sale and principal payments received on a mortgage or similar instrument.
- 2. Payment received for Indian allotments sold by the U. S. Government upon the petition of the Indian for whom the property is held in trust.
- 3. Lump sums received from the maturing of life insurance policies or surrender of them for their cash value. (W&IC #520, #52#, #560, 2#40, 2#63, 2#64, 2#65, 30#7, 30#75, 3#47, 3#60; AGO NSSO#, NS#9#3)

In OAS money (if retained in cash or securities) received by a recipient from sale of his home under eminent domain proceedings shall not be considered in determining personal property holdings during the one year period subsequent to the date payment is received. In order that such funds may be considered exempt during this period a suit must have been filed in the Superior Court under eminent domain proceedings and the sale consumated subsequent to the date such suit was filed. Verification of these facts must be included in the case record. At the expiration of the one year period the unexpended amount shall be considered in determining the amount of the recipient's personal property. (W&IC 21650)

In ANB and APSB proceeds received by a recipient from involuntary conversion of real property shall be considered real property for a period of one year from date of receipt. In order that such funds can be considered as real rather than personal property during the one year period there must be evidence that the sale was involuntary, i.e., the sale was forced as the result of the filing of a court action under eminent domain proceedings or otherwise. (If there is any question that a particular action was involuntary, the matter should be referred to the county's legal advisor.) Any of the proceeds remaining at the termination of the one year period shall be considered as personal property in determining eligibility to continued aid. (See Sec. 132-30, Determination of Assessed Value of Real Property) (W&IC 3047.3, 3447.3)

IN CAS, ANB, and APSB, the value of any increment (interest and/or increase) accruing from the converted property shall be considered in the same manner as other income or property. In ANB and APSB, the assessed value of any converted property shall be determined. If the converted property is of a type not normally assessed, the current market value shall be used. (See Sec. 143-35, Determination of Value of Cash on Hand and in Safe Deposit Boxes; Sec. 143-37, Determination of Value of Cash on Hand and in Safe Deposit Boxes; Sec. 143-37, Determination of Value of Same and Postal Savings Accounts; Sec. 143-45, Determination of Value of Notes, Mortgages, and Deeds of Trust; and Sec. 143-55, Determination of Value of Stocks and Bonds.)

145-10 PERSONAL PROPERTY ACQUIRED BY INHERITANCE OAS, ANB, APSB, ANC

145-10

The value of personal property acquired through inheritance shall be taken into account together with the value of other personal property holdings in determining eligibility in accordance with the provisions of the respective category of aid. (See Sec. 144-10, Determination of Personal Property Value of Undistributed Estates.)

Exception:

When the recipient receives personal property through the death of the spouse, or is the beneficiary of insurance of a spouse (or of a child in ANC), such property or funds may be considered as being encumbered or charged with the funeral expenses of the deceased. When verification has been made that all or a portion of such property or funds has been or are to be used to defray such expenses, these funeral costs shall be deducted before determining the net value of the property. Only the net value, computed after deduction of funeral expenses, shall be considered in determining eligibility. (M&IC 1521.5, 1560, 2140, 2163.1, 3047.5, 3075, 3448, 3460; CC654; AGO NS4769)

0AS, ANB, APSB, ANC

146-00

Real property may be converted to personal property, and vice versa, without causing ineligibility provided the real or personal property received together with other real or personal property holdings are not in excess of the maximum permitted by the respective category of aid. Aid shall be discontinued when the total holdings exceed the maximum permitted. (See Secs. 134-10, Real Property SOLD BY RECIPIENT, AND 134-15, ACQUISITION OF REAL PROPERTY BY EXCHANGE.)

Personal property of one type may be converted into personal property of another type, and eligibility continue, so long as the value of personal property holdings does not exceed the maximum for the particular category of aid, e.g., the exchange of stocks and bonds for cash, or in OAS, ANB, and APSB the exchange of equipment for a car and vice versa.

150-00 (Continued)

150-00

OLD AGE SECURITY	AID TO PARTIA	TO NEEDY BLIND LLY SELF-SUPPORTING D RESIDENTS	AID TO NEEDY CHILDREN
	OCCUPIED BY THE APPLICANT:	CUPANCY OF PREMISES OWNED AND AND PERSONAL PROPERTY OWNED BY	
	INCOME IN ADDITION TO THE ABOVE THE BASIS OF NET INCOME. (SEE EMPT INCOME IN APSB) (W&IC 347	SEC. 151-30, DEFINITION OF EX-	
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150-00 PROVISION W. & I. CODE REGARDING INCOME

150-00

OLD AGE SECURITY

THE AMOUNT OF AID TO WHICH ANY APPLICANT SHALL BE ENTITLED SHALL BE, WHEN ADDED TO THE INCOME (INCLUDING THE VALUE OF CURRENTLY USED RESOURCES, BUT EXCEPTING CASUAL INCOME AND INCONSEQUENTIAL RESOURCES) OF THE APPLICANT FROM ALL OTHER SOURCES, SIXTY-DOLLARS (\$60) PER MONTH. WHEN THE ACTUAL NEED OF AN APPLICANT EXCEEDS SIXTY DOLLARS (\$60) PER MONTH, SUCH APPLICANT SHALL BE ENTITLED TO RECEIVE AID IN AN AMOUNT (NOT TO EXCEED SIXTY DOLLARS (\$60) PER MONTH) WHICH WHEN ADDED TO HIS INCOME (INCLUDING THE VALUE OF CURRENTLY USED RESOURCES, BUT EXCEPTING CASUAL INCOME AND INCONSEQUENTIAL RESOURCES) FROM ALL OTHER SOURCES, SHALL EQUAL HIS ACTUAL NEED. (W&IC 2020)

AID SHALL BE GRANTED TO ANY PERSON OTHERWISE ELIGIBLE WHO IS NOT RECEIVING ADEQUATE SUP-PORT FROM A HUSBAND OR WIFE, OR CHILD ABLE AND RESPONSIBLE UNDER THE LAMS OF THIS STATE TO FURNISH SUCH SUPPORT. FREE BOARD AND LODGING SUPPLIED TO AN APPLICANT, BECAUSE OF HIS NECESSITY, BY A FRIEND OR RELATIVE WHO IS NOT RESPONSIBLE FOR HIS SUPPORT, SHALL NOT BE GROUND FOR REFUSING AID. (W&IC 2160)

PREMIUMS PAID ON LIFE INSURANCE POLICIES SHALL NOT BE DEEMED INCOME OR RESOURCES OF THE APPLICANT OR RECIPIENT, WHETHER OR NOT THE PERSON BY WHOM THE PREMIUMS ARE PAID IS A RESPONSIBLE RELATIVE AND NO DEDUCTION THEREFOR SHALL BE MADE FROM THE AMOUNT OF AID GRANTED. (W&IC 2163)

WHEN-AMENDMENTS TO THE FEDERAL STATUTESCR RULES OF THE FSSB PERMIT, INCOME OR RESOURCES OF THE APPLICANT SHALL NOT BE DEDUCTED FROM THE AMOUNT OF AID TO WHICH THE APPLICANT WOULD OTHERWISE BE ENTITLED. (W&IC 2020.05)

AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS

THE AMOUNT OF A ID TO MHICH AN APPLICANT FOR ANB SHALL BE ENTITLED, SHALL BE WHEN ADDED TO THE INCOME (INCLUDING THE VALUE OF CURRENTLY USED RESOURCES, BUT EXCEPTING CASUAL AND INCONSEQUENTIAL RESOURCES) OF THE APPLICANT FROM ALL OTHER SOURCES, SEVENTY-FIVE DOLLARS (\$75) PER MONTH. WHEN THE ACTUAL NEED OF AN APPLICANT - EXCEEDS SEVENTY-FIVE DOLLARS (\$75) PER MONTH, SUCH APPLICANT SHALL BE ENTITLED TO RECEIVE AID IN AN AMOUNT NOT TO EXCEED SEVENTY-FIVE DOLLARS (\$75) PER MONTH, WHICH WHEN ADD-ED TO HIS INCOME (INCLUD-ING THE VALUE OF CURRENTLY USED RESOURCES BUT EXCEPT-ING CASUAL INCOME AND IN-CONSEQUENTIAL RESOURCES) FROM ALL OTHER SOURCES, SHALL EQUAL HIS ACTUAL NEED. (W&IC 3084)

THE AMOUNT OF AID TO WHICH ANY APPLICANT FOR APSB SHALL BE ENTITLED SHALL BE, WHEN ADDED TO THE NET INCOME OF THE APPLICANT FROM ALL OTHER SOURCES, SEVENTY-FIVE DOLLARS (\$75) FER MONTH. NET INCOME FROM ANY OF THE FOLLOWING SOURCES OF A COMBINED TOTAL VALUE NOT EXCEEDING EIGHT HUNDRED DOLLARS (\$800) PER ANNUM SHALL NOT BE CONSIDERED FOR ANY FURPOSE:

- I. INCOME FROM APPLICANT'S LABOR OR SERVICES:
- 2. THE VALUE OF FOODSTUFFS
 PRODUCED BY THE APPLICANT OR HIS FAMILY FOR
 HIS USE OR THAT OF HIS
 FAMILY;
- 3. THE VALUE OF FIREWOOD AND/OR WATER PRODUCED ON THE PREMISES OF THE APPLICANT OR GIVEN TO HIM BY ANOTHER FOR THE APPLICANT'S USE;

AID TO NEEDY CHILDREN

PREMIUMS PAID ON LIFE INSURANCE , POLICIES SHALL NOT BE DEEMED INCOME OR RESOURCES OF THE CHILD OR HIS PARENTS, WHETHER OR NOT THE PERSON BY WHOM THE PREMIUMS ARE PAID IS A RESPONSIBLE RELATIVE OF THE CHILD OR OF HIS PARENTS AND NO DEDUCTION THEREFORE SHALL BE MADE FROM THE AMOUNT OF THE GRANT. (W&IC 1510, 1511, 1512)

(Section Continued on Next Page)

STATE OF THE STATE OF

155-15 METHOD OF DETERMINING THE AMOUNT OF GRANT IN OAS OAS

1.55-15

The applicant or recipient who has no net income from any source shall be granted \$60 a month, the amount provided by law to meet the minimum need of the individual. Likewise a grant of \$60 a month shall be made when the only income received is:

Casual Income (see Secs. 150-40, Definition of Casual Income and Income sequential Resources; 150-50, Types of Casual Income; and 150-60, Recording of Casual Income and Inconsequential Resources).

If the applicant or recipient has income other than casual income, non-deductible agricultural income, or income from nursing services, the net income must be taken into consideration in determining the grant. The amount of net income shall be ascertained in accord with the Income Chapter.

The net income is subtracted from \$60 (see Sec. 155-20, Statutory Maximum (\$60) Less Income), the minimum need of the individual, unless the need is in excess of \$60, in which case the income is subtracted from that amount which represents the total need. In those instances where there is income the record shall show that total needs were discussed with the recipient and how the total need was determined, i.e., the recipient's needs as reported by him shall be recorded together with the amounts required to meet them; also any special needs reported by him and the consideration given to them shall be recorded. If the recipient does not wish to have his special or budgetary needs considered the record shall show that the possibility of doing so was presented to him and was rejected by him. If the determination of the grant on the basis of need in excess of \$60 would appear to be to the recipient's benefit, but he rejects this plan, that fact shall be recorded. In no case, however, may the grant exceed \$60.

There are two ways of establishing that the need is more than \$60.

1. The cost of special items of need may be added to the \$60 statutory maximum. (See Sec. 155-30, Total Need - Statutory Maximum (\$60) Plus Special Needs.)

or

2. The amount required to meet the continuing basic needs of the individual together with the cost of any special items of need may be determined by computing a budget of the individual's requirements.

(See Sec. 155-25, Total Need -- Determination by Budget.)

No monetary limit has been placed upon the extent that need may be in excess of \$60. (W&IC 2020, 2020.05, 2140; U.S. PUB L 45)

155-05 PROVISIONS OF W&IC REGARDING DETERMINATION

155-05

OF AMOUNT OF GRANT INOAS

The amount of aid to which any applicant shall be entitled shall be when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, sixty dollars (\$60) per month. When the actual need of an applicant exceeds sixty dollars (\$60) per month, such applicant shall be entitled to receive aid in an amount (not to exceed sixty dollars (\$60) per month) which when added to his income (including the value of currently used resources, but excepting casual income and inconsequential resources) from all other sources, shall equal his actual need. (WAIC 2020)

When amendments to the Federal statutes or rules and regulations of the FSS-Administration permit, income or resources of the applicant shall not be deducted from the amount of aid to which the applicant would otherwise be entitled. (W&IC 2020.05)

If, when, and during such times as the United States Government increases or decreases its contributions in assistance of the aged in this State above or below the amount being paid on January 1, 1947, or above or below the amount payable as a result of any such increase or decrease, the amount of the grant of aid provided for in this article shall be increased or decreased by an amount equal to such increase or decrease by the United States Government, but in no event shall the total aid granted under this chapter be more than sixty-five dollars (\$65) nor less than fifty-five dollars (\$55) per month. It is the intent of the Legislature that any change in contributions by the United States Government, whether increase or decrease, shall result in a corresponding change in the amount of this grant, within the limits established by this section.

Every person administering aid shall endeavor at all times to perform his duties in such manner as to secure for every aged person the maximum amount of aid to which he is entitled. (W&IC 2142.5)

No rule or regulation shall be adopted or continued in force if it results in discrimination against practitioners of any type of therapy, treatment by prayer or spiritual means, or other treatment recognized as a branch of the healing arts in favor of the practitioners of any other branch of the healing arts. (W&IC 2140)

Within ten days after making a request, every applicant or recipient shall be given an itemized report setting forth the amount of deductions if any, the aid granted him, and the budget allowances made in determining the amount of aid granted to him. The pricing established for food, clothing, incidentals, and personal needs, household operations and transportation shall be compatible with decency and health. (W&IC 2016)

155-20

3. Income which represents both fixed and adjustable income.

Example D: A recipient whose need does not exceed \$60 is furnished free utilities by his daughter which are estimated approximately \$4.35. In addition he receives OASI in the amount of \$21.85. The estimated income may be lowered to \$4.15 which, when added to the fixed income of \$21.85, adjusts the total income to \$26. Aid is then granted in the amount of \$34 (\$60 minus \$26).

When reporting income on the Certificate of Verification of Eligibility (Form Ag 201), or on the Notice of Change (Form Ag 232), the adjusted amount of income that was used in determining the grant should be reported. (See Secs. 237-10, Instructions for Certificate of Eligibility, and 362-05, Instructions for Recording on Notice of Change, Section I.) (WEIC 2140)

155-25 TOTAL HEED - DETERMINATION BY BUDGET OAS

Page 1 of 155-25

The individual's budget is one way of establishing total need when it is in excess of \$60 a month. (See Sec. 155-30, Total Need - Statutory Maximum (\$60) Plus Special Needs, for another way of determining that total need is in excess of \$60.) When a budget of the individual's requirements shows that his need is in excess of \$60 a month the grant is determined by subtracting the income (other than casual income, and non-deductible income from agricultural employment and nursing services) from the total need as established by the budget, except that in no event may the grant exceed \$60. (See Secs. 150-50, Types of Casual Income, and 151-95, Income from Agricultural Labor.) When the difference is in partial dollars, aid may be granted in that amount which represents the next highest whole dollar.

The amount of aid plus the income (other than casual income and non-deductible income from agricultural employment or nursing service) shall not exceed the total need except to the extent that the grant is adjusted to the next highest whole dellar.

Example: Total need as determined by the recipient's budget is \$63.80. He has OASI income of \$15.37 per month. The difference is \$48.43. Aid is granted in this amount or in the amount of \$49, the next higher whole dollar.

Any applicant or recipient who would benefit by having his net income deducted from his total need as established by a budget of his requirements may

155-20 THE STATUTORY MAXIMUM (\$60) LESS INCOME
OAS

155-20

The law establishes \$60 as the minimum need of the individual. When total need of the individual has not been established to be in excess of this amount, the income which must be considered in determining the grant shall be subtracted from \$60. (See Secs. 150-50, Types of Casual Income, and 151-95, Income from Agricultural Labor.) The amount of the grant so determined shall be such that when added to the income it equals exactly \$60. (W&IC 2020)

The advantages of making grants in whole dollars is recognized, and this is sometimes possible. However, income which is received in a specified known amount, i.e., fixed income, shall be deducted in its exact amount.

Example A: A recipient whose need does not exceed \$60 is receiving OASI in the amount of \$21.19 each month. This is his only income. The income is subtracted from \$60 and aid is granted in the amount of \$38.81 (\$60 minus \$21.19).

Certain other types of income may be adjusted to make the grant of aid in a whole dollar amount. The following types of income may be adjusted.

- 1. Regular income which is <u>estimated</u>, as in the case of value of a contribution in kind, such as free rent, free board and room, etc.
- Example B: A daughter, in whose home an OAS recipient lives, contributes the recipient's share of the utilities. This is estimated to average about \$3.25 per month. This estimate may be reduced to \$3, resulting in a grant of \$57 (\$60 minus \$3).
- 2. Irregular income of such a nature that consideration of the income received in the past is the only possible way of estimating the amount that the recipient might reasonably expect to receive in the future. That amount which represents the monthly average over the preceding three months' period reduced to the nearest whole dollar may be deducted in determining the grant.
- Example C: A recipient regularly engages in the repairing of lawn mowers and his exact income from month to month can not be foretold. Income over the past three months has been as follows: June earnings, \$9.50; July earnings, \$12.75; August earnings, \$9.90; total earnings, \$32.15 or a monthly average of \$10.71. Therefore, \$10 is determined to be the recipient's average monthly income, and the grant is \$50 (\$60 minus \$10).

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budget schedule. When the facts in the individual case establish that the need (not the want) of the recipient requires a larger amount than that shown in the Budget Schedule, the increased amount so determined may be included in the budget. (See "Explanation of Items of Need in Budget Schedule" in this section.)

Only those items which represent the need of the individual recipient shall be included in his budget. For example, if the recipient has no expense for garbage removal, this item would be omitted from his budget. The Budget Schedule does not include a specific figure for special items of need. Any special items of need on the part of the individual would be included under "Special Needs" in his budget. These would fall largely in the category of special needs as set forth in Sec. 155-50, Definition and Determination of Special Needs in OAS. (W&IC 2021, 2140)

EXPLANATION OF ITEMS OF NEED IN BUDGET SCHEDULE:

The smaller amount shown in the Budget Schedule represents the food allowance when the recipient has his meals at home, either alone or with a household group. The larger amount represents the food allowance when all meals are purchased in restaurants. If a physician has recommended a special diet and the cost is determined to be in excess of the amount allowed for food in the Budget Schedule, the excess is considered a "Special Need". (See Sec. 155-50, for information regarding special diets.)

When a recipient pays a stipulated amount for board, or pays for board and room, the amount of this item of need is the amount as paid.

- 2. Housing
 A specific amount for the housing item is not set. Allowance is made on the basis of the recipient's living arrangement.
 - (a) If the recipient pays rent, his housing need is the amount paid for rent. If two or more persons share the same quarters, the recipient's prorated share is his housing need.
 - (b) If the recipient receives free rent, the estimated value of such free housing, as determined by the county, represents the amount of housing need. While due regard may be given to the actual value of such housing, the evaluation shall take into consideration the worth of the housing to one who has only limited funds available for his needs.

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request that his grant be figured accordingly, and any necessary adjustment in the grant shall be made as soon as administratively possible. Responsibility rests upon the county to inform the recipient of the possible advantages accruing to him should he elect to have his income applied to total need as determined by his budget. (See Sec. 155-15, METHOD OF DETERMINING THE AMOUNT OF GRANT IN OAS)

When figuring the total need of an individual according to his requirements, due regard shall be given to the Budget Schedule as adopted by the SSWB.

BUDGET SCHEDULE

The current Budget Schedule as adopted by the Social Welfare Board is as follows:

Food	\$25.50	(Increase 75% to \$44.60 if all meals are purchased in restaurants.)
Housing, as paid, for example Utilities, as paid, or the following minima Electricity Gas Water Garbage Other, for example, heat Household operations Clothing Incidentals and personal needs Transportation Special Needs, such as medical care, etc., in the amount of actual cost. (See Sec. 155-50, Definition and Determination of Special Needs in OAS, for description of common special	20.00 1.20 1.85 1.40 .50 3.15 4.10 6.75 10.00 3.00	restaurants.)
needs.) Total	\$77.45	

The Budget Schedule is reviewed semi-annually, and revised when necessary. The schedule shall be used in each county. The amounts allowed for the various items for which a specific figure is set are based on an average of pricings throughout the state. They are mandatory unless different amounts have been determined on the basis of a pricing plan approved by the SDSW, except that the amounts for utilities may be those as paid, or the amounts set forth in the

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Example C: A couple, each receiving OAS, live in their own encumbered home assessed at \$1000. Taxes average \$6 a month, required monthly payments on the total encumbrance are \$12. Upkeep is \$2 a month. The couple state their monthly utility needs are, electricity \$2.60, gas \$3.50, water \$1.50. The husband receives \$20 a month veteran's pension. Necessary medical care for the wife costs \$5 a month. The budget for the husband is as follows:

Total Need		Income	
Food	\$25.50		None
Housing		Veteran's pension after	
Taxes \$ 6.00		allowing 1 for wife	\$10.00
Encumbrance 12.00			\$10.00
Upkeep 2.00		* * * *	
½ of \$20.00	10.00		
Net value of occupancy*	None	Total need	\$63.15
Utilities**		Total income	10.00
Elec. \$ 2.60		Budget deficiency	\$53.15
Gas 3.50			
Water 1.50			
\$ 7.60	3.80	Grant \$53.15 or \$54.00	
Household operations	4.10		
Clothing	6.75		
Incidentals	10.00		
Transportation	3.00		
	\$63.15		

- *To arrive at net value of occupancy (SEE SEC. 152-10, OCCUPANCY VALUE OF HOMES OWNED BY RECIPIENT) deduct from the table value the recipient's share of the encumbrance payment. In this case the recipient's share of the encumbrance payment eliminates value of occupancy.
- **The prorated share of utilities is allowed for each of the couple in computing his total need and each recipient fills in the affidavit at the bottom of the Budget Work Sheet (Form Ag 241) as to the amount of his share of the utilities for the household. (See Sec. 155-26, FORM AG 241, BUDGET WORK SHEET, AND INSTRUCTIONS FOR USE.)

The need of the wife is the same as that of her husband except that she has an additional need of \$5 per month for medical care. Therefore, her total need is \$63.15 plus \$5 or \$68.15, and her grant is determined as follows:

Total Need		Income	
\$68.15		Net value of occupancy b of Veteran's pension	None
		received by husband	\$10.00
		* * * *	
	· · · · · · · · · · · · · · · · · · ·	Total need	\$68.15
		Total income	10.00
		Budget deficiency	\$58.15
		Grant \$58.15 or 59.00	
		(Section Continued on N	ext Page)

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EXAMPLES OF DETERMINATION OF GRANT BY MEANS OF BUDGET SCHEDULE:

Example A: A single recipient living alone pays rent of \$20 a month. Rent includes water and garbage removal but does not include other utilities. Gas for cooking costs on an average of \$2.35 per month. The recipient has to buy wood for heating at an average cost of \$3.25 a month. He has no special needs. His only income is \$10 a month contribution from a son.

Total Need		Income	
Food	\$29.50	Contribution from son	\$10.00
Rent	20.00		
(including water)		* * * *	
Electricity	1.20		
Gas	2.35	Total need	\$76.15
Wood for heating	3.25	Total income	10.00
Household operations	4.10	Budget deficiency	\$66.15
Clothing	6.75		
Incidentals	10.00	Grant	\$60.00
Transportation	3.00		
	\$75.15		

Example B: A single recipient lives in his own home, assessed value \$800. Taxes average \$3 per month, and a street assessment, required payments on which average \$1.05 per month, represents the only encumbrance. Upkeep is \$2 per month. He has no special needs. He receives CASI in the amount of \$10 per month.

Total Need		Income
Food	\$25.50	Net value of
Housing		occupancy \$ 2.95 (\$4 less \$1.05)
Taxes	3.00	OASI 10.00
Assessment	1.05	\$12.95
Upkeep	2.00	
Net value of occupancy	2.95	* * * *
Electricity	1.20	
Gas	1.85	Total need \$62.80
Water	1.40	Total income 12.95
Household operations	4.10	Budget
Clothing	6.75	deficiency \$49.85
Incidentals	10.00	
Transportation	3.00	Grant \$49.85
	\$62:80	or \$50.00

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Total Need			Income	
Food Housing* Net value of		\$25.50	Net value of occupancy Contribution from son 12 Net from rental***	\$10.00
occupancy**	ë 1 do	None		\$14.91
Taxes Encumbrance Upkeep	\$ 4.50 9.00 2.00		Total need Total income	\$60.50
$\frac{1}{2}$ of	\$15.50	7.75	Budget deficiency	\$45.59
Utilities Electricity Water (3/8 x \$4.00) 3 of	5.30 1.50 \$ 6.80	3.40	Grant \$45.59 or \$46.00	
Household	ф 0.00	7:40		
operations		4.10		
Clothing		6.75		
Incidentals and personal needs		10.00		
Transportation		3.00		
				XII I

*Since there are five rooms in the front house and three in the rear cottage the expenses of ownership on the property occupied is based on 3/8 of the taxes, encumbrances, etc.

**Value of occupancy of rear cottage is based on the occupancy table for 3/8 of the total assessed value of the whole property (Sec. 152-10) less each spouse's share of 3/8 of the required encumbrance payment.

***From the \$40 rental deduct 5/8 of the taxes, 5/8 of the interest (no deduction for principal payment), upkeep (determined according to formula, see Sec. 152-00), and 5/8 of the water bill which the couple pay for the total property. Since the income property is community property, each spouse has one-half of the net income.

Example F: A recipient in feeble physical condition pays \$45 per month board and room in a rest home, where all services are provided. He is unable to leave the house, and has no need of transportation. He has income of \$21 per month from OASI benefits.

Total Need		Income	
Board and room Clothing Incidentals	\$45.00 6.75 10.00	OASI	\$21.00
Incidentals	\$61.75	Total need Total income Budget deficiency	\$61.75 21.00 \$40.75
		Grant \$40.75 or \$41.00	

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Example D: A single recipient earns \$15.00 and in addition receives free rent and utilities in a rear cottage owned by a sister. The county has determined the value of free rent and utilities to be \$14 a month. There is no other income. The recipient has need for dentures and has made arrangements to purchase them, paying \$15 a month for four months. He also requires regular medical care which costs \$5.50 a month.

Total Ne	bed	Income	
Food	\$25.50	Value of free rent and	
Rent and Utilities	14.00	utilities	\$14.00
Household operations	4.10	Earnings	15.00
Clothing	6.75	Total income	\$29.00
Incidentals	10.00	* * * *	
Transportation	3.00	Total need	\$83.85
Dentures	15.00	Total income	29.00
Medical care	5.50	Budget deficiency	\$54.85
	\$83.85		
		Grant \$54.85 or \$55.00	

At the expiration of a four-month period, aid must be reduced as the need for dentures no longer exists. If other conditions remain the same, and the need for medical care continues, his total need according to the budget method will then be \$68.85 instead of \$83.85. The grant is adjusted as follows:

Total need	\$68.85
Total income	29.00
Budget deficiency	\$39.85

Grant \$39.85 or \$40.00

Example E: A couple, both recipients, live in a three-room rear cottage on property owned by them. There is a five-room house on the same lot which is rented for \$40 a month. The water bill for both houses is \$4 a month and is paid by the couple. The total property is mortgaged, the required monthly payments being \$24, of which amount \$16 is interest and the balance is payment on the loan. The property is assessed at \$1800 and taxes average \$12 a month. The couple state their monthly utility needs are electricity, \$5.30. (used for lights and cooking). There are no special needs. Each spouse receives a \$10 contribution from a son. The budget for each spouse will be the same and is computed as follows:

ATE OF CALIFORNIA	
	DUDGET WORK CHEET
	BUDGET WORK SHEET
	OLD AGE SECURITY

DEPARTMENT OF SOCIAL WELFARE

155-26

PUBLIC ASSISTANCE PROGRAM

AMOUNT OF GRANT

LIVING AS A MEMBER OF HOUSEHOLD GROUP YES IF YES, NUMBER IN HOUSEHOLD

FOOD ## AND THE PROPERTY OF T		NEED		INCOME (DO NOT INCLUDE CASUAL INCOME OR VALUE OF INCONSEQUENTIAL RESOURCES)		
Housing (A) RENT TAXES	I TEM OF NEED	AMOUNT	HOW VERIFIED	SOURCE	AMOUNT	HOW VERIFIED
TAXES	Food	25.50	•			
TAXES	Housing			don	10.00	ag 215
HOME NET VALUE OF OCCUPANCY* (IF ANY). TOTAL 10000 10.00 GAS. 3.50 ELECTRICITY. 2.60 WATER. 1.50 OTHER. TOTAL 100000 100000 100000 100000 100000 100000 10000 10000 10000 10000 10000 10000 100000 100000 10000 1000000			+	DASI	11.50	0951 and
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Willities TOTAL MEED TOTAL NEED T		2.00	. 00			
OCCUPANCY* (IF ANY). TOTAL LEGO. 10.00 GAS		OF		TOTAL INCOME	21.50	
TOTAL REPORT 10.00 GAS						
GAS					CHANGY	
Utilities Surface 1.50 OTHER		3.50		-	SUMMAKT	
Utilities WATER. 1.50 OTHER		2.60	· · ·	TOTAL NEED		18.1.
OTHER	2	1.50	African			21.50
#57.0 ## Household Operation		-	• •		DINCOME	56.6
Household Operation 7.10 Board and Room 6.75 Clothing 6.75 Incidentals 70.00 Transportation 3.00 Other Needs (Specify) 75.00 On Tist of the State of St		W. 1915 3 86				#52.0
Board and Room. Clothing 6.75 Incidentals /0.00 Transportation 3.00 Other Needs (Specify) Lentures /5.00 On tist of the Stand of t		73 47.60 5.60		AMOUNT OF ATT RECOMMENDED_		, <u>B 1. 0</u>
Clothing 6.75 Incidentals /0.00 Transportation 3.00 Other Needs (Specify) Lentures /5.00 Broke old clate. 15.00 Broke old		7.10		Remarks:		
. Incidentals 10.00 . Transportation 3.00 . Other Needs (Specify) Continued 15.00 On Tist Training Of				+		
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Total Need 78.15 White the Smart BUDGET COMPUTED BY Many Rose DATE 6-11-49		BA BA	oke old plate.			
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	m + 7 y - 3	\$ 75 15 200	1 % samuel her	BUDGET COMPUTED BY MAN	y Koe	ATE 6-11-49
		Carl Carl	I continue 7 months			
THIS IS TO CERTIFY, THAT I, Sarah Black PAY PER MONTH FOR RENT, \$, PER MONTH FOR BOARD OR \$						R MONTH FOR BOARD OR \$

155-30

Example A: Total need is determined to be \$68.98. The recipient has GASI income of \$14.61 per month. The difference is \$54.37. Aid is granted in this amount or \$55, the next highest whole dollar.

EXAMPLES OF DETERMINATION OF TOTAL NEED:

Example B: A single recipient earns \$17 a month. He has no other income. The recipient has need for dentures and has made arrangements to purchase them, paying \$15 a month for four months.

<u>Ne</u>	ed	Inc	ome
Basic needs Dentures	\$60.00 15.00 \$75.00	Earnings	\$17.00
	* * * *	* * * *	
	Total need Total inco Grant		

At the end of a four-month period the need for dentures no longer exists. If other conditions remain the same the income is then subtracted from \$60, and the grant adjusted to \$43.

Example C: A couple, both recipients, live in their own home, \$800 assessed value. The husband has regular part-time employment and earns \$22 each month. The wife's need for insulin has been established by her physician. It costs approximately \$7 a month and the need is expected to continue indefinitely. The house leaks and requires extensive roof repair. A plan has been agreed upon between the contractor and the recipients whereby the roof will be repaired for \$80 and the recipients will pay the contractor a total of \$8 a month for ten months. The grant for the husband is computed as follows:

Need		Income	
Rasic continuing needs Roof repair (\frac{1}{2}\) of monthly payment) Total need	\$60 4 \$64	Value of occupancy 1/2 of the earnings Total income	\$ 4 11 \$15
* * *	* * *	* * * .	
Total Total Grant	need income	\$64.00 15.00 \$49.00	

155-30 TOTAL NEED - STATUTORY MAXIMUM (\$60) PLUS SPECIAL NEEDS OAS

155-30

Since the law provides that the income of the recipient together with the amount of the grant shall equal at least \$60, it is the presumption that \$60 covers the basic continuing needs common to all recipients. (Should the recipient elect to have his need determined on the basis of his budget the presumption that \$60 is adequate to meet his basic continuing needs may be refuted. See Sec. 155-25, Total Need - Determination by Budget.)

The basic continuing needs common to all recipients and which are presumed to be met on \$60 a month, the minimum amount which the law guarantees to every eligible individual, are:

- 1. Food -- The normal amount and kind of food needed by the average aged adult to maintain health and vigor.
- 2. Housing -- Adequate, suitable, sanitary housing, in the locality chosen by the applicant or recipient.
 - 3. Utilities -- Lights, water, and fuel needed to maintain health and comfort.
 - 4. Clothing -- Adequate, healthful clothing.
 - 5. Household Replacements -- The occasional replacement of normal household equipment and/or supplies.
- 6. Transportation and Communication -- Carfare, gasoline for automobile, stamps, stationery, etc.
- 7. Incidentals -- The usual expenditures for haircuts, recreation, including expenses necessary to maintain normal social contacts, etc.

In addition to the basic continuing needs common to all, the individual may have additional requirements, i.e., special needs arising out of impaired health, a particular handicap, etc. (See Sec. 155-50, Definition and Determination of Special Needs in OAS.)

When a recipient has special needs in addition to basic continuing needs, the amount of total need may be established by adding the cost of special items of need to \$60. (See Sec. 155-25, for another way of establishing the total need of one whose requirements are such that they cannot be met on \$60 a month.) The amount of the grant is then determined by subtracting the income from that figure which represents the total need, except that in no event may the grant exceed \$60. When this difference is in partial dollars, aid may be granted in that amount which represents the next highest whole dollar.

The amount of aid plus the income of the individual shall not exceed the total need except to the extent that the grant is adjusted to the next highest whole dollar. (W&IC 2020, 2140)

155-50

2. Sanatorium or Rest Home Care:

The type of care required should be designated by the physician or other practitioner in charge of the case.

3. Medication:

Prescriptions and proprietary drugs or other medication prescribed by practitioners of any of the healing arts.

4. Eyeglass Prescriptions:

When ordered by a physician, optician, or an optometrist.

5. Special Diets:

On the written recommendation of a physician or other practitioner and in the amount that the special diet exceeds the cost of the normal diet, need in excess of basic continuing needs may be established.

6. Occasional Repairs of Homes Owned and Occupied by Recipients:

If necessary to provide safe and healthful housing, or to minimize deterioration, the expense of occasional repairs may be considered special need during the period in which the cost of such repairs is being paid.

The plan for payment agreed upon between the contractor or vendor and the recipient should be recorded in detail.

7. Replacement of Worn-Out Household Equipment and/or Supplies, Clothing, etc.:

Household furniture, equipment, and/or clothing may be inadequate or substandard to a point where the expense of securing necessary items is in excess of ordinary upkeep.
This may be the situation of persons whose income, prior to
receipt of aid, was insufficient to meet normal requirements.
It also may result from a change in living plan. When such
is the case, the cost of necessary replacement, or of augmenting the present supply may be established as special
need.

155+30

The grant for the wife is computed as follows:

Need		Income	
Basic needs Insulin Roof repair (½ of monthly payment) Total need	7	Talue of occupancy of husband's earnings otal income	\$ 4 11 \$15
	* * * * Total nee Total inc	(2) [1] [2] [4] [2] [2] [4] [4] [4] [4] [4] [4] [4] [4] [4] [4	

At the end of the ten-month period the need for roof repair will have been allowed in full. If the conditions remain the same the man's grant should be reduced to \$45 (\$60 minus \$15) and the woman's grant shall be reduced to \$52 (\$67 minus \$15). (See Sec. 155-60, Reporting Need in Excess of \$60 to SOSW.)

155-50 DEFINITION AND DETERMINATION OF SPECIAL NEEDS IN OAS

155-50

In addition to the basic continuing needs as discussed in Sec. 155-30, Total Need--Statutory Maximum (\$60) Plus Special Needs, the individual may have other needs. Additional requirements or "special needs" may exist due to the impaired health and/or activity of the recipient, physical handicap, housing conditions, etc. Special needs shall be determined on the basis of the individual's circumstances, and in such amount as required to cover factual and realistic needs of the individual and not a family group. The liquidation of unsecured debts incurred in the past does not represent a current need.

The special needs which are most often found to be in excess of basic continuing needs of the individual recipient include:

1. Medical Care and/or Treatment Under Other Healing Arts:

The need for care or treatment by a physician or surgeon, by the practitioner of any type of therapy subject to licensing under the Business and Professions Code, by one giving treatment by prayer or spiritual means, or by other treatment recognized as a branch of the healing arts, may be established as a special need when verified by the physician or practitioner in attendance.

156-05 PROVISIONS OF W&IC REGARDING DETERMINATION OF AMOUNT OF

other sources, shall equal his actual need. (W&IC 3084)

156-05

GRANT IN ANB

The amount of aid to which any applicant shall be entitled shall be, when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, seventy-five dollars (\$75) per month. When the actual need of an applicant exceeds seventy-five dollars (\$75) per month, such applicant shall be entitled to receive aid in an amount (not to exceed seventy-five dollars (\$75) per month) which when added to his income (including the value of currently used resources, but excepting casual income and inconsequential resources) from all

Free board and lodging supplied to an applicant for ANB because of his necessity therefor, by a friend or relative who is not responsible for his support or who is financially unable to support him, shall not be a ground for refusing aid. (Will 3049)

The county board of supervisors shall investigate, annually or oftener, the qualifications of the blind persons receiving aid under the provisions of this chapter and may increase or decrease the allowance within the limits prescribed in this chapter, or, if the board is satisfied that any person receiving such aid is not entitled thereto, it shall deny him further aid and shall forthwith notify the county auditor and the Chief of the Division for the Blind in the SDSW of such action. The person receiving aid, however, shall have the right of appeal to the SSWB from such action. (W&IC 3089)

When amendments to the Federal statutes or rules and regulations of the Federal Security Agency permit, earnings of the applicant shall not be deducted from the amount of aid to which the applicant would otherwise be entitled. (W&IC 3084.3)

If, when, and during such times as the United States Government increases its contributions in assistance of the needy blind in this state, the amount of the grant of aid provided in this chapter shall be increased by an amount equal to such increase by the United States Government. (WAIC 3084.8)

Every person administering aid shall endeavor at all times to perform his duties in such manner as to secure for every blind person the maximum amount of aid to which he is entitled. (W&IC 3082.1)

155-50

In the case of fluctuating income or income received quarterly, semiannually or annually, a plan of payment for needs in excess of continuing basic
needs may be a promise to pay at the time and in the amount that income is received. For example, a recipient of OAS has an income of \$120 from an annuity
payable on January 1 of each year. On July 1, of the current year, need in excess of basic continuing need was established and verified for continuing medical
care in the amount of \$10 a month. The recipient made arrangements with the physician to furnish medical care on credit, to be paid for when the annual income is received next January.

Payments made in advance for anticipated future medical care can not be considered as need in excess of basic continuing need. (W&IC 2020, 2140)

155-60 REPORTING NEED IN EXCESS OF \$60 TO SDSW OAS

155-60

APPLICATIONS:

When the grant for an applicant is determined by subtracting the income from total need which is in excess of \$60 a month, that fact shall be reported on the Certificate of Verification of Eligibility (Form Ag 201). See Sec. 237-10, Instructions for Certificate of Eligibility, Item 12, which specifies the information to be reported when total need has been established by the individual's budget (See Sec. 155-25, Total Need - Determination by Budget) and when total need has been determined by adding the cost of special needs to \$60. (See Sec. 155-30, TOTAL NEED - STATUTORY MAXIMUM (\$60) PLUS SPECIAL NEEDS.)

CURRENT CASES AND RESTORATIONS:

When the grant is determined by the individual's budget (See Sec. 155-25, TOTAL NEED - DETERMINATION BY BUDGET) that fact shall be reported in the usual manner by submission of a Notice of Change (Form Ag 232). (See Sec. 362-05, INSTRUCTIONS FOR RECORDING ON NOTICE OF CHANGE, SECTION 1.) The amount of total need is entered in Column 6, and in Column 7 the notation "Form Ag 241 on file" is entered. (The verification of those items of need for which verification is required, and the verification of the income, shall be included in the case record, usually on Form Ag 241, Budget Work Sheet.)

When the grant is determined by subtracting the income from total need as established by adding the cost of special items of need to \$60 (See Sec. 155-30, Total Need - Statutory Maximum (\$60) Plus Special Needs) that fact shall be reported in the usual manner by submission of a Notice of Change (Form Ag 232). The amount of total need is entered in Column 6, and in Column 7 a statement shall be made of the particular special needs, the cost of each, and how the need and the cost were verified. (See Sec. 362-05.)

See Sec. 362-25, Change in Need or Income - No Change in Grant, for reporting requirements as the need and/or income change, and the basis on which the grant is determined changes. (W&IC 2140)

156-20 DEFINITION OF BASIC NEEDS IN ANB

156-20

The basic needs expected to be covered by the statutory maximum grant of \$75 a month are:

- 1. Food -- The normal amount and kind of food needed by the average person to maintain health and vigor.
- 2. Housing -- Adequate, suitable, sanitary housing, in the locality chosen by the applicant or recipient.
- 3. <u>Utilities</u> -- Lights, water, and fuel needed to maintain health and comfort.
- 4. Clothing -- Adequate, healthful clothing.
- 5. Household Replacements -- The occasional replacements of normal household equipment and/or supplies.
- 6. Transportation and Communication -- Carfare, gasoline for automobile, stamps, etc.
- 7. <u>Incidentals</u> -- The usual expenditures for haircuts, recreation, including expenses necessary to maintain normal social contacts, etc. (W&IC 3075, 3084)

156-15 METHOD FOR DETERMINING THE AMOUNT OF GRANT IN ANB

156-15

The law recognizes that the total need of the individual blind recipient may actually be in excess of the maximum statutory grant of \$75 a month. (See Sec. 156-25, Definition and Determination of Needs in Excess of Basic Continuing Needs in ANB.) When the circumstances of the individual are such that need in excess of \$75 a month exists, the cost of such need shall be considered in addition to the cost of basic needs to determine the total need. (See Sec. 156-20, Definition of Basic Needs in ANB) The grant of aid in such a case shall be the difference between the actual need and the income of the recipient, if any, but in no case shall the grant of aid exceed \$75 a month. Income and the value of the use of resources shall be taken into consideration as income except casual income and inconsequential resources. (See Secs. 150-10, Definition of Casual Income and Inconsequential Resources, 150-50, Types of Casual Income, and 151-00, Definition of Income; also other pertinent sections of Income Chapter.)

EXAMPLE?

TOTAL NEED		INCOL	ME
BASIC CONTINUING NEED EYE GLASSES (PER MONTH) SPECIAL DIET PRESCRIBED	\$75.00 5.00	OASI BENEFITS AND GRANT	\$40.00 \$40.00 \$84.00
BY PHYSICIAN	\$84.00		

The statutory maximum grant of \$75 a month is considered to provide for the basic need of blind persons. Basic need includes food, housing, utilities, usual items of clothing, household replacements, transportation and communication, and incidentals of a minor nature. (See Sec. 156-20, Definition of Basic Needs IN ANB, FOR A MORE DETAILED DESCRIPTION OF THESE BASIC NEEDS.)

Other common needs of blind persons are considered as need in excess of basic need and these are determined with reference to the health, comfort, and well-being of the blind persons. Such needs usually fall within one of the following categories: medical care, sanatorium or rest home care, prescriptions, or other medication, special diets, repairs of homes, replacement of household equipment, supplies and clothing, housekeeping service, nursing service, excess heat, occasional unusual needs and special needs incident to blindness. (See Sec. 156-25, Definition and Determination of Needs in Excess of Basic Continuing Needs in ANB for a more Detailed Description.) (W&IC 3075, 3084)

When the circumstances of the individual are such that there are no needs in excess of the basic needs, the grant of aid is computed by deducting income and the value of the use of resources (except casual income and inconsequential resources) from the maximum statutory grant of \$75 a month.(See Sec. 151-20, Definition of Resource.) (Wall 3075, 3084)

10 MOSTANINASTED ON A MOINTENAND 156-25

2. Sanatorium or Rest Home Care:

The type of care required should be designated by the physician or other practitioner in charge of the case.

3. Medication:

Prescriptions and proprietary drugs or other medication prescribed by practitioners of any of the healing arts.

4. Eyeglass Prescriptions: When ordered by a physician, optician, or an optometrist.

5. Special Diets:

On the written recommendation of a physician or other practitioner and in the amount that special diet exceeds the cost of the normal diet, need in excess of basic continuing needs may be established.

6. Occasional Repairs of Homes Owned and Occupied by Recipients:

If necessary to provide safe and healthful housing, or to minimize deterioration, the expense of occasional repairs may be considered an excess need during the period in which the cost of such repairs is being paid. The plan for payment agreed upon between the contractor or vendor and the recipient should be recorded in detail.

7. Replacement of Worn-out Household Equipment and/or Supplies, Cloth-ing, etc.:

Household furniture, equipment, and/or clothing may be inadequate or substandard to a point where the expense of securing necessary items is in excess of ordinary upkeep. This may be the situation of persons whose income, prior to receipt of aid, was insufficient to meet normal requirements. It also may result from a change in living plan. When such is the case, the cost of necessary replacement, or of augmenting the present supply may be established as excess need.

Replacement of household equipment and supplies, clothing, etc., destroyed in a catastrophe such as fire, flood, etc., may be considered need in excess of basic continuing needs to the extent that such possessions have not been covered by insurance.

156-25 DEFINITION AND DETERMINATION OF NEEDS IN EXCESS OF BASIC CONTINUING NEEDS IN ANB

156-25

The ANB law recognizes that the minimum need of an individual ANB recipient is \$75 a month. (See Sec. 156-20, Definition of Basic Needs in ANB.) The amount of aid granted plus the income received must equal at least the statutory maximum of \$75 a month to cover the basic continuing need of such recipient.

There are many special needs which are often incident to blindness or unusual circumstances and which may be necessary to effect those physical, social or economic adjustments required to promote the well-being of the individual blind person. These special needs may be in excess of the basic continuing needs. (See Sec. 156-20.) No monetary limit has been placed upon the extent of the need in excess of the basic continuing needs.

NEEDS IN EXCESS OF BASIC CONTINUING NEEDS

Needs in excess of the basic continuing needs shall be determined on the basis of the individual recipient's circumstances, and to the extent that is required to cover factual and realistic needs. These needs must be determined with reference to the health, comfort, and well-being of the individual recipient.

In those instances where there is income including the value of currently used resources, there shall be recording in the case record concerning discussion with the recipient as to any special needs he may have and the amount required to meet such special needs; also the determination with regard to the establishment of need in excess of basic continuing needs.

The items listed below are not intended to be all inclusive and there are undoubtedly special needs of recipients which are not listed and which may well constitute an actual need. Conversely, the fact that an item has been listed as a possible need in excess of basic continuing needs does not imply that every expenditure for such item is automatically such a need.

The needs which are most usually found to be in excess of basic continuing needs of the individual recipient include:

1. Medical Care and/or Treatment under Other Healing Arts:

The need for care or treatment by a physician or surgeon, by the practitioner of any type of therapy, subject to licensing under the Business and Professions Code, by one giving treatment by prayer or spiritual means, or by other treatment recognized as a branch of the healing arts, may be established as a special need when verified by the physician or practitioner in attendance.

156-40 METHOD OF REPORTING NEED IN EXCESS OF BASIC CONTINUING NEEDS IN AND

AND

156-40

In every instance in which the cost of the actual need of a recipient exceeds the maximum statutory grant (\$75 a month) and income of the recipient is applied toward the additional need, the Certificate of Verification of Eligibility (Form Bl 201) for new applications, or the Notice of Change (Form Bl 232) for current cases shall show:

- 1. The source and amount of each item of income.
- 2. The particular need or needs in excess of the statutory maximum and how the need was established.
- 3. A statement of the verification which established the cost of the excess need. (W&IC 3075)

156-50 GRANT OF AID IN WHOLE DOLLAR AMOUNTS IN ANB

156-50

It is recognized that there are advantages to making grants of aid in whole dollars whenever possible. While certain types of income must be deducted in their exact amount, other types may be adjusted to make possible the grant of aid in a whole dollar amount. For certain other types of income which may be disregarded, see Secs. 150-50, Types of Casual Income and 150-40, Definition of Casual Income and Inconsequential Resources.

A. INCOME WHICH MUST BE DEDUCTED IN ITS EXACT AMOUNT

Fixed income must be deducted in its exact amount.

EXAMPLE A: A RECIPIENT IS RECEIVING DAST IN THE AMOUNT OF \$21619 EACH MONTH. THERE IS NO OTHER INCOME AND NO ESTABLISHED NEED IN EXCESS OF \$75 A MONTH. AID SHALL BE GRANTED IN THE EXACT AMOUNT OF \$53.81. (SEE SEC. 361-00, INCREASE IN AMOUNT OF AID.)

B. INCOME WHICH MAY BE ADJUSTED TO KEEP THE GRANT IN WHOLE DOLLARS

It is possible to keep grants of aid in whole dollar amounts when the income received is not in a regular or known fixed amount, by reducing such income to the nearest whole dollar; likewise, in case of excess need, when the difference between total need and total income is in odd cents, the grant may be computed in whole dollar amounts by increasing the grant to the next highest whole dollar.

PROCEDURE FOR ESTABLISHING NEED IN EXCESS OF BASIC CONTINUING NEEDS IN AND AND.

156-30

The need for household repairs, and household replacements can best be evaluated by the county in terms of the recipient's surroundings, household equipment, etc. The county's determination of the need for other items, for which no specific method of determination is indicated, is adequate. In every case the record must show the verification secured and/or the facts or circumstances upon which the county determined the need for the particular item established as an excess need. The probable period over which the need will continue shall also be recorded.

Income received shall not be designated to provide for specific items of need. The total income for any given period must be applied toward the total need for that period, and need in excess of basic continuing needs may be allowed only during the period that such need actually exists. However, since income received in the current month and the two preceding months is considered current income, an excess need that occurred in the two preceding months may be considered current need to the extent that the total need for that period remains unmet at the time of adjustment. For example, in August a recipient of ANB needed medical attention - total cost \$18. This became known to the county in September and it was verified that such private medical attention was needed. However, the recipient managed to pay \$8 of this bill without incurring other debts so that only \$10 could be considered current excess need in adjusting the October grant.

In the case of fluctuating income, or income received quarterly, semiannually or annually, a plan of payment for needs in excess of continuing basic
needs may be a promise to pay at the time and in the amount that income is received. For example, a recipient of ANB has an income of \$120 from an annuity
payable on January 1 of each year. On July 1, need in excess of basic continuing need was established and verified for continuing medical care in the amount
of \$10 a month. The recipient made arrangements with the physician to furnish
medical care on credit, to be paid for when the annual income is received on
January 1.

Payments made in advance for <u>anticipated future</u> medical care can not be considered as need in excess of basic continuing needs.

Since ANB is specifically granted to meet the current needs of the recipient and not a family group, need in excess of the grant of \$75 a month may only be established to meet current needs of the recipient. Unsecured debts incurred in the past are not a current need. (WAIC 3075, 3084)

156-60 DETERMINATION OF AMOUNT OF GRANT FOR PERSONS IN PRIVATE INSTITUTIONS IN ANB

156-60

A person who is receiving care in a nonprofit, fraternal, or benevolent institution is considered to have the equivalent of income in the amount by which the per capita cost of the institution exceeds the payment for board and care.

The per capita cost of the institution may be established as a part of the total need of an inmate toward which the total income of the individual shall be applied, provided the institution is one in which the inmates may be considered eligible to aid. (See Secs. 153-60, Income from Nonprofit, Fraternal, or Benevolent Institution, 153-70, Income from Private Agencies or other Sources, 156-15 Method for Determining the Amount of the Grant in ANB, 163-00, Eligibility of Inmates of Nonprofit, Fraternal, and Benevolent Institutions, 163-55, Determination of Per Capita Cost in Nonprofit, Fraternal, and Benevolent Institutions, 163-95, Inmates in Private Institutions Operated for Profit.) (Wall 3044-5, 3075)

156-50

The following are types of income which may be adjusted to whole dollars:

- 1. Regular income which is estimated as in the case of the value of a contribution in kind, such as free rent, free board and room, etc.

 (See Sec. 152-90, Value of Contributions in Kind.)
 - Example 8: A DAUGHTER, IN WHOSE HOME AN AND RECIPIENT LIVES, CONTRIBUTES HIS SHARE OF THE UTILITY BILL. This is estimated to average about \$3.55 a month. This estimate may be reduced to \$3.00.
- 2. <u>Irregular income</u> of such a nature that consideration of the income received in the past is the only possible way of estimating the amount the recipient might reasonably expect to receive in the future. That amount which represents the monthly average over the preceding three months' period <u>reduced</u> to the nearest whole dollar may be deducted in determining the grant.
 - EXAMPLE C: A RECIPIENT OF ANB, NOT ELIGIBLE FOR APSB (SEE SEC. 233-50, VERIFICATION OF LAN FOR SELF-SUPPORT, AND SEC. 121-10, BLIND WHILE NOT A RESIDENT OF CALIFORNIA), TUNES PIANOS AND HIS EXACT INCOME FROM MONTH TO MONTH CANNOT BE FORETOLD. INCOME OVER THE PAST THREE MONTHS HAS BEEN AS FOLLOWS: JUNE EARNINGS \$9.50, JULY, EARNINGS \$3.00, AUGUST EARNINGS \$12.75, TOTAL EARNINGS \$25.25 OR AN ACTUAL MONTHLY AVERAGE OF \$8.42. THEREFORE, \$8.00 IS DETERMINED TO BE THE RECIPIENT'S AVERAGE MONTHLY INCOME.
- 3. Grants of aid may usually be kept in whole dollar amounts when a case involves both <u>fixed</u> and <u>adjustable</u> income.
 - EXAMPLE D: AN AND RECIPIENT FOR WHOM THERE IS NO ESTABLISHED NEED IN EXCESS OF \$75 IS
 FURNISHED FREE UTILITIES BY A DAUGHTER THE VALUE OF WHICH IS ESTAMATED AT APPROXIMATE—
 LY \$4.35 A MONTH. IN ADDITION HE RECEIVES OAST IN THE AMOUNT OF \$21.85 EACH MONTH.

 THE ESTIMATED INCOME MAY BE LOWERED TO \$4.15 WHICH, WHEN ADDED TO THE FIXED INCOME OF
 \$21.85, ADJUSTS THE TOTAL INCOME TO \$26.00.

When reporting income on the Certificate of Verification of Eligibility (Form Bl 201) and the Notice of Change (Form Bl 232), the amount of income used in arriving at the amount of the grant should be reported. (W&IC 3075, 3084)

157-15 METHOD FOR DETERMINING THE AMOUNT OF GRANT IN APSB APSB

157-15

After the exempt income exceeds \$800 in a given year, an adjustment shall be made in the amount of aid and the total net income including aid shall not exceed \$75 per month (See Sec. 361-15, ADJUSTMENT IN AMOUNT OF GRANT IN APSB) for the balance of the year. Exception: If the recipient is making an allocation to a spouse, no adjustment shall be made until the support of the spouse has been met, but in no event shall the amount allocated to the support of the spouse exceed \$800 in any given year. Such allocation shall not be made until the recipient has had his full maximum of \$800 exempt income. (See Sec. 153-80, Division of Income With Spouse.)

An APSB recipient may have net income up to \$800 from exempt sources without affecting the maximum monthly grant of aid, unless a smaller grant must be given because of general relief which is granted for any part of the period covered by the first APSB warrant. (See Sec. 610-90, Duplication of GR (ALSO KNOWN AS IN) AND CATEGORICAL AID PAYMENTS)

An applicant (including original applications, restorations, transfers from ANB, and reapplications) for APSB who has a regular monthly net income in excess of \$141.67 a month from the various sources of allowable income (see Sec. 157-05, Provisions of W&IC Regarding Determination of Amount of Grant is APSB) is deemed to have income sufficient to provide a reasonable and decent standard of living and is ineligible to aid, even though he has a spouse without other means of support. (W&IC 3460, 3472)

157-05 PROVISIONS OF W. & I. CODE REGARDING DETERMINATION OF AMOUNT OF GRANT IN APSB

157-05

The amount of aid to which any applicant for APSB shall be entitled shall be, when added to the net income of the applicant from all other sources, \$75 per month. Net income from any of the following sources of a combined total value not exceeding \$800 per annum shall not be considered for any purpose:

- 1. Income from applicant's labor or services;
- 2. The value of foodstuffs produced by the applicant or his family for his use or that of his family;
- 3. The value of firewood and/or water produced on the premises of the applicant or given to him by another for the applicant's use;
- 4. The value of gifts;
- 5. The value of the use and occupancy of premises owned and occupied by the applicant;
- 6. The net income from real and personal property owned by the applicant. Income in addition to the above specified shall be computed on the basis of net income. (W&IC 3472)

Free board and lodging supplied to an applicant for APSB because of his necessity therefor, by a friend or relative who is not responsible for his support or who is financially unable to support him, shall not be a ground for refusing aid. (WAIC 3449)

The county board of supervisors shall investigate, annually or oftener, the qualifications of the blind persons receiving aid under the provisions of this chapter and may increase or decrease the allowance within the limits prescribed in this chapter, or, if the board is satisfied that any person receiving such aid is not entitled thereto, it shall deny him further aid and shall forthwith notify the county auditor and the Chief of the Division for the Blind in the SDSW of such action. The person receiving aid however, shall have the right of appeal to the SSWB from such action. (See Secs. 151-30, Definition of Exempt Income in APSB, and 157-15, Method for Determining the Amount of Grant in APSB.) (W&IC 3089, 3460)

Every person administering aid shall endeavor at all times to perform his duties in such manner as to secure for every blind person the maximum amount of aid to which he is entitled.

158-00

The State and Federal laws envision a program which will provide grants in aid and services to assure children of opportunities for growing up in a setting of their own family relationships if possible, and which will enable parents to continue in full responsibility for a scheme of loving to which each child naturally belongs.

Living plans for eligible children vary from case to case. The amount of the grant to meet different degrees of need must, therefore, be determined on an individual basis.

In general, the county has the responsibility for:

- 1. Determining the social and economic needs of children who qualify under the law.
- 2. Meeting their total needs insofar as possible within the limitations of the law and governing rulings and policies.
- 3. Using the budget schedule standard as a guide in evaluating each situation and relating the individual family needs to adequate care standards.
- 4. Exercising discretion in applying governing policies and rulings.
- 5. Interpreting the program to applicants and recipients and informing them of their rights and responsibilities.

The manual sections which follow set forth: general standards for children living in their own homes, with relatives, and in boarding homes and institutions; rules and regulations governing the determination of need and amount of the grant; and methods and procedures for making these determinations. (WALL 1960)

158-05 STANDARDS OF ADEQUATE CARE ANC

158-05

GENERAL STATEMENT OF ADEQUATE STANDARDS

A satisfactory standard of living includes:

- 1. An adequate budget which will insure:
 - a. Clothing and food of adequate quantity and quality, including special diets when ordered by a physician.
 - b. Housing which allows adequate sleeping space, reasonable privacy, and complies with sanitary and housing regulations.

158-00 LEGAL PROVISIONS AND GENERAL STATEMENT RELATING TO DETERMINATION 158-00 OF NEED AND THE AMOUNT OF THE GRANT ANC

LEGAL PROVISIONS

The object and purpose as set forth in the W&IC relating to ANC is to keep children in their own homes wherever possible, and to provide the best substitute for their own homes for those children who must be given foster care. The Federal statutes provide grants in aid for dependent children under the age of 16 years, and for children between 16 and 18 regularly attending school who qualify under the state law if they are living with relatives of specified degree and if the payment is a cash warrant and made directly to the eligible payee who signed the application or whose signature appears in the county record. Such eligible relatives include: Father, adoptive father, mother, adoptive mother, grandfather, grandfather-in-law, great-grandfather, adoptive father of the child's natural parent, grandmother, grandmother-in-law, great-grandmother, adoptive mother of a child's natural parent, stepfather, stepmother, brother-ofthe-half-blood, brother-in-law, half-brother-in-law, adoptive brother, sister, sister-of-the-half-blood, sister-in-law, half-sister-in-law, adoptive sister, stepbrother, stepbrother-in-law, stepsister, stepsister-in-law, uncle of the half or whole blood, uncle in-law, aunt, aunt-in-law, great uncle, great aunt.

The state law provides a maximum of \$72 for one eligible child and \$36 for each additional eligible child in the same home. In addition, to children who qualify under the Social Security Act, Federal funds are available up to \$13.50 for the first child in a family and \$9 for each additional child. The county is authorized by law to supplement additional amounts from its own funds.

The state law requires the SDSW to establish minimum standards of adequate care by rules and regulations which have the approval of the SSWB and which are binding upon the counties. (WWIC 1511, 1522, 1524, 1560)

GENERAL STATEMENT

In ANC, the determination of need and the amount of the grant involves processes derived from the law which require an understanding of the purpose of the program, the functional responsibilities of the Federal, state and county units of government, and a clear knowledge of policies and regulations that have been developed to carry out these functions, as well as an understanding of the principles of casework practice. Children who meet conditions set forth in the law, rules, and regulations are entitled to grants in aid. The county serves the applicant and the children throughout the process of relating the individual circumstances to these provisions.

158-10 (I-E Continued)

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13. Other information relating to Income in ANC may be found in the following Manual sections:

111-05 Types of Personal Property

151-10 Definition of Income in ANC

151-20 Definition of Resource

151-40 Definition of Small Intermittent Income in ANC

151-60 Income from Annuities, Pensions, Compensation, Trust Funds, Etc.

151-65 Income from Servicemen's Dependents Allowance Act

151-90 Income from Crops or Livestock

152-00 Net Income from Real Property

152-20 Income from Personal Property

152-40 Loans as Income

153-40 Income from Court Orders

153-50 Allotments from Inmates of Peral Institution

153-70 Income from Private Agencies or Other Sources

158-07 Individuals to Whom Mandatory Standards of Care are Applicable

171-40 Rights and Privileges of Parents of Minor Children

233-25 Verification of Income

233-30 Verification of Unemployment Insurance

233-35 Verification of Old Age and Survivors Insurance

233-40 Verification of Family Allowances for Dependents of Servicemen

351-25 Reinvestigation of Income

II. THE FAMILY BUDGET METHOD

A. GENERAL GOVERNING PRINCIPLES

In order to conform to the requirements governing the budget method for determining the amount of the grant to which each family group is entitled, it is the responsibility of the county worker to know the situation of each applicant; to discover how adequately the family can meet their problems for themselves; to determine the extent of their financial need and to what extent that need can be met within the provisions of ANC.

When essential information about the family situation is secured, the worker is in position to relate the case to the ANC economic standard.

The county worker should have a thorough understanding of the composition of the budget schedule and the sources of its standards.

(SEE GLOSSARY - SOURCE OF STANDARDS FOR BUDGET SCHEDULE, ANC.)

158-10 (I-E-12 Continued)

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If children ineligible to Federal participation are included in the budget for the family budget unit, and there is income designated for the eligible children, Federal participation for the eligible children is based on actual Federal matching basis for such eligible children.

The actual basis for Federal participation would be determined by deducting the income designated for children eligible to Federal participation from the budget for the family budget unit, from which the needs of the ineligible children have been deducted. "Needs! refer to food, clothing, personal and special needs of the ineligible children. (See 11 "C" IN THIS SECTION, INSTRUCTIONS FOR USE OF FORM GEN M48-COMPLETION OF "M".)

Reporting

a. In new cases, if the actual amount which was determined as the basis for Federal participation for the eligible children, is smaller than the maximum basis for Federal participation, (\$24 for one child, \$15 for each additional child), such amount shall be reported under Item 11B on the Certificate of Eligibility (FORM CA 201). (SEE ITEM 11C IN THIS SECTION, AND SEC. 627-20, APPORTIONMENT OF GRANTS ON PAYROLLS OR CLAIMS.)

EXAMPLE:

111	ASSISTANCE PLAN - FAMILY BUDGETARY BASIS	118	VERIFICATION AND EXPLANATION OF ASSISTANCE PLAN
	1) TOTAL BUDGET FOR THE FAMILY UNIT \$120 2) TOTAL INCOME TO FAMILY UNIT \$45 3) DEFICIENCY		GEN M48 9-16-46 LET. 9-5-46 OASI BUR.
	4) ANC GRANT		BASIS FOR FED.PART. \$35 (SEE SEC. 158-10-11C)

b. In current cases, if the actual amount for Federal participation for the eligible children is smaller than the maximum basis (\$24 for one child, \$15 for each additional child) such amount shall be reported on the Notice of Change (Form CA 232) under "Reason for Change." (SEE ITEM IIC IN THIS SECTION, AND Sec. 627-20, APPORTIONMENT OF GRANTS ON PAYROLLS OR CLAIMS.)

EXAMPLE:

"BASIS FOR FEDERAL PATICIPATION \$35.00"

158-20

- (c) The individual items required for the adequate care of the child and whether or not these items are met under the plan and the manner in which they are provided;
- (d) That the boarding home meets the standard of a licensed home or in an institutional placement, that institutional standards are met.

B. Procedures

1. Determination of Need and the Amount of Grant for Children Living in Foster Homes (Family Boarding Home)

When the caretaker is a foster parent (boarding home mother), the amount of the grant may be (a) the rate paid for board, room, care plus other needs, or (b) determined on the basis of a schedule of amounts needed by foster mothers for the care of children of different age groups or with particular health or behavior problems, and amounts for the individual items which comprise the total basic needs of a child. This schedule may be developed by the counties in conjunction with the SDSW.

The amount to be paid for the care of the child shall be determined on the basis of discussion with the foster mother, keeping in mind the responsibility of the parent of the child for participating in the plan whenever such a possibility exists. If any one of the items of "adequate care" (such as medical or dental care) is being met from some source other than the rate charged by the foster parent, it is imperative that there be a clear understanding with the foster parent as to who is responsible for meeting this need and how it is secured.

2. Determination of Need and the Amount of Grant for Children Living with Relatives

When the child is living with a non-responsible relative, the amount of grant is generally determined on the same basis as payment to a foster parent (where the caretaker is a relative with insufficient means of support, the budget method may be used). The amount to be paid should be jointly arrived at through discussion with the relative, keeping in mind that the relative has no legal responsibility.

3. Determination of Need and the Amount of Grant for Children Living in a Private Institution

The county has the same responsibility to see that the particular needs of the child who is placed in a private institution are adequately served.

158-20 DETERMINATION OF NEED AND THE AMOUNT OF GRANT FOR CHILDREN LIVING 158-20 IN HOMES OF RELATIVES, FOSTER HOMES AND INSTITUTIONS AND

A. Definition and Policy

When it is no longer possible for a child to live with his own family group, the best possible substitute for the child's own home must be found.

For the purpose of ANC "home" refers to the place where the child is living and includes the home of his parents, the home of relatives, or a foster home (family boarding home).

"Adequate care" means total basic needs of the child represented by proper care and supervision, shelter, food, suitable clothing, personal needs, and, in addition may include recreation, medical, and dental care and any special needs.

The amount of ANC grant to which the child is eligible is determined on the basis of the amount necessary for "adequate care" for the child and the amount which the foster mother, or the relative with whom the child is living, finds it necessary to charge in order to provide these needs.

For the child receiving foster care, boarding homes shall meet the requirements for a licensed home. For the child receiving institutional care the institution must be one licensed by, or whose standards meet the approval of, the SDSW or other State agency.

To distinguish between family boarding homes and private institutions the following criteria shall be followed:

A family boarding home for children is a private family home which accepts for 24-hour care one to fifteen children.

A private institution for children is a home which accepts for care sixteen or more children, or which is so organized or administered that its service is essentially institutional in character regardless of the number of children cared for. Such institution may be either commercial or philanthropic in character.

The case record shall show:

- (a) The basis on which the county determined the amount of the ANC grant. This refers also to cases where the child is a ward of the Juvenile Court and there has been a joint determination between the county welfare department and probation department;
- (b) Amount of income available to the child, including contribution currently made under court order to the probation department;

 (Section Continued on Next Page)

158-20

5. Determination of Amount of Income From Parent

- a. The amount of contribution which the parent will make toward the support of the child shall be determined. Actual contributions received from a parent shall be treated as income (see 4-a above) in determining the amount of the ANC grant.
- b. The parent shall be required to complete Form CA 245 (Affidavit of Parent of Child Receiving Foster Care) or similar form showing his budgetary needs. (Exception: The use of Form CA 245 is not required when it is obviously without purpose—for example, if the parent is mentally incompetent or physically incapacitated and unable to work; remarried and without separate income that could be used for the support of the child; if there is a court order which is being met; or if the parent cannot be located.)
- c. The amount of contribution to be requested from a parent should be the amount of parent's income (from earnings and other sources) remaining after deducting the parent's needs.
- d. If the parent fails to make payments in the amount agreed upon, the record must show that the county has made diligent effort to secure support if the parent is within the jurisdiction of the California courts. (WAIC 1511, 1560.)

158-20

- 4. Treatment of Income in Determining Amount of Grant for Children Living in Homes of Relatives, in Foster Homes and in Institutions.
 - a. Amount of Grant

Net income available to a child living with relatives, or in a foster home, or in a private institution, shall be taken into consideration in determining the amount of the ANC grant. (See income Chapter Secs 151-10, 151-20, 151-40, 151-60, 151-65, 151-90, 152-00, 152-20, 153-40, 153-50, 153-70.)

b. Method of Payment

(1) Where the income is available on a regular basis the amount of the ANC grant is the difference between such income and the amount determined as necessary for the total needs of the child. To facilitate making regular payments of an agreed upon amount to the relative, foster parent, or institution, the county may, under this regulation, pay the amount of the income in addition to the ANC grant from county funds and reimburse such funds when the income is received.

For example, in the case of a child placed in a foster home whose total needs amount to \$50 a month and whose father contributes \$25 monthly, the ANC grant would be \$25. The county may pay the foster mother the full \$50 in one warrant, and apply the \$25 contribution from the father as an abatement to the \$50 expenditure.

- (2) Where the income is not available on a regular basis (for example, the contribution from a parent fluctuates from month to month), the county may make full payment of the amount of need to the relative, foster parent, or institution, and report the income as an adjustment.
- (3) The county interprets the basis for the amount of payment to the relative, foster parent, or institution, and explains the method of payment where income is available to the child.

158-20		AMOUNT OF GRANT	PUBLIC ASSISTANCE PROGRAM
158-20	(Continued)		158-20
L.	Payments on debts:	(SPECIFY)	
		\$ 83,00)
	Total of "L"	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	. \$ 83.00
M	Total expenses (other	than for children)	\$ 83.00
6. Di	fference between income	and expenses (4 "C" minus	5 "M"\$ 62.00
	atement of expenses for indicate if under court of	children for whom applicatorder to pay X Yes No	tion is made. Amount
1.2		board and care \$ 105.00 ental, etc.) \$ 10.00 \$ 5.00 Total \$ 15.00	
•	If payment toward supprise \$47.00 and	DATE OF LAST PAYMENT	PARENT OR GUARDIAN
Subscri	bed and sworn to before	me this 15th day of	JULY 19 45
Name	Laura Jack SIGNATURE OF BERSON AUTHO	RIZED TO ACKNOWLEDGE AN AFFIDAVIT	DEPUTY CO. CLERK
FORM CA	145 July, 1945		

158-20

STATE OF CALIFORNIA DEPARTMENT OF SOCIAL WELFARE
AFFIDAVIT OF PARENT OF CHILD RECEIVING FOSTER CARE
Aid to Needy Children
County
CACAL CONDITION CACALANTING CALLED
I, JOHN SMITH , living at 616 K STREET, SACRAMENTO, CALIF.,
hereby certify that, to the best of my knowledge and belief WILLIAM, MARY & ROGER NAME OF CHILDREN
living in home of MRS. NELLIE MONROE NONE 1415 CAPITOL AVE., SACTO. NAME RELATIONSHIP ADDRESS
or institution, is/are eligible to A.N.C. to wit:
NAME OF INSTITUTION
1. Child(ren)and/or parent(s) own real property with assessed valuation of NONE 2. Child(ren)and/or parent(s) own cash and/or securities totaling
4. I have a monthly income of: A. Earnings \$ 145 CAPITOL MACHINE SHOP (Gross earnings less involuntary) NAME OF EMPLOYER (deductions by employer or U.S.GOV.) B. Other income \$ NONE
C. Total income
5. My monthly expenses and obligations are: (If parent pays board and room, leave blank all items above "E".) A. Food B. Rent C. Utilities. D. Household operation. E. Payments on property: Principle & interest Assessments Taxes (monthly aver.) F. Board and room (for self). G. Clothing (for self). H. Incidentals and personal needs Transportation J. Insurance premiums K. Other SPECIFY
(Form Continued on Next Page)

161-05 DEFINITION OF PUBLIC INSTITUTION OAS. ANB. APSB

161-05

The term "public institution" may be considered as including a place of residence which affords shelter or care to two or more persons and is managed in whole or in part by or through any public instrumentality, official, or employee acting in an official capacity; or a place of residence, which, by reason of the circumstances of its origin and charter or maintenance from public funds, may properly be termed a public institution; or a place of residence in which collective shelter or care at a single or lump sum contract price is afforded to two or more persons by agreement with the State or any of its political subdivisions for a consideration of money or money's worth.

An institution owned and operated wholly by a private individual or corporation will not be regarded as a public institution because of the control thereof by the State or its agencies or subdivisions, if the only control exercised is pursuant to authority given by general laws (or ordinances or regulations established in conformity therewith) regulating the standard of care and maintenance to which all similar institutions are subject.

An institution owned and operated wholly by a private individual or corporation and not otherwise deemed to be a public institution under this definition, which receives inmates whose care is paid for by the State or any governmental instrumentality or subdivision on an individual basis, will not be regarded as a public institution. (W&IC 2:40, 3075, 3460; FSS-ADMIN.)

161-08 DEFINITION OF PUBLIC AND PRIVATE INSTITUTION - ANC

161-08

For the purpose of ANC a public institution is defined as a place of residence which affords shelter or care to two or more minors and which is supported from public funds and which is managed and controlled by a unit of Federal, State, or county government. This includes a place of residence which is maintained and managed as the statutory responsibility of a governmental unit such as the county detention home or juvenile hall. A family boarding home or facility which is not managed or controlled by the county and which is subsidized by county funds for the sole purpose of keeping the home available for placements of an emergency or temporary nature or as a "study home" is not considered a public institution.

A private institution, for the purpose of ANC, is defined as a facility managed and controlled by a person, association, or corporation for the purpose of giving shelter and care to groups of children and which is not supported wholly from public funds. (W&IC #560)

161-10 INSTITUTIONS NOT CONSIDERED PUBLIC INSTITUTIONS AND, APSB

161-10

Institutions which are not considered public institutions include:

- 1. A shop for the blind maintained by the state which does not provide board and room to blind employees;
- 2. Public high schools, University of California and any other institutions of higher learning in the state. (W&IC 3044, 3075, 3444, 3460)

160-00

OLO AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF- SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
NOTWITHSTANDING ANY PROVISION OF SUB- DIVISION (E) OF SEC. 2160 TO THE CON- TRARY, AID SHALL BE GRANTED TO ANY PERSON WHO IS AN INMATE OF A HOME OR INSTITUTION MAINTAINED BY ANY FRATER- NAL, BENEVOLENT, OR OTHER NON-PROFIT ORGANIZATION: (A) IF THE ORGANIZATION HAS NOT BEEN PAID FOR THE LIFE CARE AND MAINTENANCE OF THE PERSON THROUGH AS- SESSMENT OF OR DUES OF SAID INMATE OR OTHERWISE, WHETHER OR NOT THE PERSON HAS AGREED OR PROMISED TO PAY FOR HIS MAINTENANCE IN THE EVENT THAT HE RE- CEIVES ANY PENSION, BEQUEST, DEVISE, OR OTHER INHERITANCE. THE COUNTY FROM WHICH SUCH INMATE CAME TO SUCH HOME SHALL BE CONSIDERED THE RESIDENCE OF SUCH INMATE. (WAIC 2160.5) NOTWITHSTANDING ANY PROVISION OF SUB- DIVISION (E) OF SEC. 2160, FOR EACH PERSON, WHO IS RECEIVING ASSISTANCE UN- DER THE OAS LAW ON THE DATE HE ENTERS A COUNTY INSTITUTION FOR MEDICAL, HOS- PITAL, OR INFIRMARY CARE AT COUNTY EX- PENSE, THE STATE, DURING THE PERIOD FOLLOWING THE FIRST TWO CALENDAR MONTHS OF SUCH CONFINEMENT, SHALL PAY TO THE COUNTY THE STATE'S SHARE OF THE ASSIS- TANCE SUCH PERSON WAS RECEIVING UNDER THE OAS LAW AT THE TIME OF HIS EN- TRANCE. MOTHING IN THIS SECTION SHALL PROHIBIT A PERSON FROM RECEIVING HIS ASSISTANCE DURING THE FIRST TWO CALEN- DAR MONTHS OF HIS CONFINEMENT, OR AFTER HIS RELEASE FROM THE COUNTY INSTITU- TION. (WAIC 2160.7)	INMATE, WITHOUT FURTHER ORDER FROM THE BOARD OF SUPERVISORS. (W&IC 3044, 3444) A+D SHALL BE GRANTED TO ANY PERSON WHO IS AN INMATE OF A HOME OR INSTITUTION MAINTAINED BY ANY FRATERNAL, BENEVOLENT; OR OTHER NON-PROFIT ORGANIZA- TION, IF THE ORGANIZATION HAS NOT BEEN PAID FOR THE LIFE CARE AND MAINTENANCE OF THE PERSON THROUGH ASSESSMENT OF OR DUES OF SAID INMATE, OR OTHERWISE, WHETHER OR NOT THE PERSON HAS AGREED OR PROMISED TO PAY FOR HIS MAINTENANCE IN THE EVENT THAT HE RECEIVES ANY PENSION; BEQUEST, DEVISE, OR OTHER IN- HERITANCE. (W&IC 3044-5) NOTWITHSTANDING ANY PROVISIONS OF SECTION 3044, FOR EACH PER- SON, WHO IS RECEIVING ANB ON THE DATE HE ENTERS A COUNTY IN- STITUTION FOR MEDICAL, HOSPITAL, OR INFIRMARY CARE AT COUNTY EX- PENSE, THE STATE, DURING THE PERIOD FOLLOWING THE FIRST TWO CALENDAR MONTHS OF SUCH CON- FINEMENT, SHALL PAY TO THE COUNTY THE STATE'S SHARE OF THE ASSISTANCE SUCH PERSON WAS RE- CEIVING AT THE TIME OF HIS EN- TRANCE. NOTHING IN THIS SEC- TION SHALL PROHIBIT A PERSON FROM RECEIVING ANB DURING THE FIRST TWO CALENDAR MONTHS OF HIS CONFINEMENT, OR AFTER HIS RELEASE FROM THE COUNTY INSTI- TUTION. (W&IC 3044-1)	

163-00 ELIGIBILITY OF INMATES OF NONPROFIT, FRATERNAL AND BENEVOLENT INSTITUTIONS
OAS. ANB. APSB

163-00

Aid shall be granted to any person, otherwise eligible, who is an immate of a home or institution maintained by any fraternal, benevolent or nonprofit organization provided all the following conditions are met:

- 1. There is no contract obligating the home or institution to care for the inmate for life. (See Sec. 163-60, LIFE-CARE CONTRACTS IN NONPROFIT, FRATERNAL AND BENEVOLENT INSTITUTIONS.) (W&IC 3044.5, 3460)
- 2. The inmate is either obligated to pay the institution for the support provided, or the value of the support given without charge to the inmate is such that his full need is not met. Whether or not the institution has made a bona fide request for payment of the support given shall be ascertained. When full support is not furnished by the institution and the inmate is otherwise eligible, aid shall be granted in an amount necessary to cover the portion of his care not furnished by the institution. (N&IC 3075, 3460; AGO N\$5220)

Per capita cost is not a factor in determining eligibility except as provided in Sec. 143-30, Inmate's Interest Resulting from Assignment of Property to Nonprofit Institution. (W&IC 2140, 2160.5, 3044.5, 3075, 3460)

162-00 INELIGIBILITY OF PUBLIC INSTITUTION INMATES

162-00

Aid shall not be granted for a child cared for in a Federal, State or county institution or school. Exception: Aid may be granted under certain circumstances to a child in a county hospital. (See Sec. 164-10, ELIGIBILITY DURING HOSPITAL—12ATION)

Aid shall be discontinued effective as of the last day of the month in which the child for whom aid is received entered the public institution.

When aid is discontinued due to the confinement of such child in any public institution, the county may provide that aid be restored when the child ceases to be an inmate of the institution. Upon release of the child, aid may be granted for the balance of the month during which time the child was not an inmate provided the child is otherwise eligible. (W&IC 1529, 1560)

162-05 ELIGIBILITY OF PUBLIC INSTITUTION INMATES AND PAROLEES
OAS, ANB, APSB

162-05

An inmate of a public institution may apply for aid, and if otherwise eligible, aid shall be granted. The applicant may remain in the institution until he receives his first warrant at which time he shall cease to be an inmate. Upon release aid shall be granted to such inmate from the first day of the month in which the determination is made that he is eligible, but in no event shall the aid commence prior to the date of application. (MAIC 2160E, 3044, 3444)

The warrant delivered upon the applicant's release from the institution shall be in the full monthly amount, provided the application was signed on or prior to the first day of the month in which aid was granted. (See Secs. 610-60, Payment to inmate of Public Institution, and 610-70, Certification of Payment after Release of Inmate Rem Institution.) (Wait 2:40, 2:60e, 2:83, 3044, 3075, 3084, 3444, 3460)

A person may apply for and receive aid while on parole from a State Hospital. (See Sec. 124-35, Residence While on Parole) (AGO NS858, NS3293)

Aid shall be granted to a person on parole from a prison if he is otherwise eligible. (AGD N\$5624)

An inmate of a veterans hospital or home may apply for ANB or APSB and receive such aid while an inmate. (W&IC 3044, 3044.5, 3075, 3444, 3460; AGO N\$572)

A person confined in a public institution of a custodial or correctional character is not eligible to receive aid and aid shall be discontinued as of the last day of the month in which a recipient enters such institution. When aid is restored following discontinuance because of confinement in a public hospital or in a public institution of a custodial or correctional character, aid may be restored for the balance of the month during which he was not confined in such institution, provided he is otherwise eligible. (See Sec. 215-00, RESTORATION OF AID.) (WAIC 2140, 2160E, 3044, 3075, 3444, 3460)

180-20

Aid shall not be granted when the eye examination report indicates that the applicant is so mentally incompetent that he cannot cooperate with the physician who makes the examination, or when sufficient eye pathology is not found to account for the loss of vision claimed. When the examining physician reports sufficient pathology to account for the blindness, an estimate of visual acuity by the examiner may be accepted, if the mental condition of the applicant or recipient prevents cooperation with the examining physician.

Aid shall not be granted on the basis of an eye examination report in which the examining physician states that he believes the patient is malingering. (W&1C 3075, 3460)

180-25 SUCCESSIVE EYE EXAMINATION REPORTS
ANB, APSB

180-25

An applicant or recipient who is dissatisfied with the report of the physician may submit a report of another examination made at his own expense by another physician on the approved list.

If such report indicates that the applicant does come within the definition of blindness on which Aid to the Blind is allowed, a third examination shall be authorized at county expense—this to be made by a physician designated by the SDSW. (See Secs. 235-00, Physician's Report of Eye Examination, 361-40, Continued Eligibility QuestionED ON BASIS OF PHYSICIAN'S REPORT OF EYE EXAMINATION, 645-10, EXPENDITURES FOR PURPOSES OF ADMINISTRATION AND 645-80, EXPENDITURES FOR EYE EXAMINATIONS.) All information contained in the first two reports shall be made available to the physician making the third examination with the exception of the names of the examining physicians. Approval or denial of aid shall be made on the basis of the two reports which agree as to facts.

If the State Ophthalmologist finds upon review that two of the physicians' reports of eye examinations indicate that the person's visual impairment comes within the definition of blindness, the SDSW is authorized to recommend to the county that aid be granted or restored without the formality of a hearing by the SSWB. When aid is denied or discontinued on the basis of two reports showing that the person's degree of visual impairment does not come within the definition of blindness, the person shall have the right of appeal to the SSWB for a fair hearing. (See Sec. 325-20, RIGHT, PURPOSE AND SCOPE OF APPEAL.) All reports of eye examinations shall be submitted with the appeal.

When the person appeals on the basis of two adverse reports, he may at his own expense present reports of other eye examinations. Such reports shall be made by physicians selected from the approved list and shall be submitted on the regular eye examination report form.

180-20

180-20 REVIEW OF EYE EXAMINATION REPORTS ANB, APSB

All reports of eye examinations shall be acted upon by the State Ophthal-mologist. (See Sec. 235-00, Physician's Reports of Eye Examination.) Reports may be submitted to the SDSW for review by the State Ophthalmologist prior to action by the board of supervisors.

This assists the county in determining the applicant's eligibility, in so far as degree of blindness is concerned, prior to the receipt of aid. It avoids payment of aid to persons whose eye examination reports indicate that their degree of visual impairment does not come within the definition of blindness. (See Sec. 180-10. Definition of Blindness.)

Aid shall not be approved on the basis of reports by examiners stating in effect that there is not sufficient pathology to account for the degree of disability claimed, or where reliability of applicant's response is questioned by the examiner.

In the absence of a definite reported visual acuity in accordance with the definition of economic blindness, aid shall not be approved on the basis of photophobia, blepharospasm, ptosis, senility, mental aberrations, or neurological lesions without visible eye pathology, in the absence of a neurological report showing involvement of the visual tracts.

Aid shall not be granted when the loss of visual acuity is based on a diagnosis of hysterical blindness. (Hysterical blindness shows no pathology in the eye or visual tracts and is a mental condition rather than an ophthalmological problem.)

180-50 RE-EXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY 180-50 ANB, APSB

The required annual investigation of the qualifications of recipients of Aid to the Blind includes a reexamination of the eyes (SEE SEC. 351-50, REINVESTIGATION OF BLINDNESS) unless the State Ophthalmologist has advised that such reexamination is not necessary. All physicians' reports of eye examinations, made to determine continued eligibility, shall be submitted to the SDSW immediately after the examination has been made, for review by the State Ophthalmologist. (See Sec. 180-20, REVIEW OF EYE EXAMINATION REPORTS.) At the time reports of eye examinations are reviewed by the State Ophthalmologist, the county is advised if a reexamination is necessary at a later date. (See Sec. 235-00, Physicians' Reports of Eye Examination.)

When one or more of the following conditions obtain, a reexamination of the eyes is required, even though the State Ophthalmologist has previously advised on a basis of facts known at that time, that a reexamination was not necessary:

The recipient has had an eye operation.

There are facts to indicate that a recipient's vision has improved.

3. There are facts to indicate that recipient's vision is better than the eye examination report indicates.

4. There are facts to indicate that recipient is a malingerer.

5. Aid has been discontinued for one year or more.

However, when an individual for whom aid has been discontinued for a period of one year or more reapplies, the county may write to the SDSW requesting the State Ophthalmologist's decision regarding the necessity for a current physician's report of eye examination. The request to the SDSW must contain any pertinent information about Items 1 through 4 above.

No cloud on eligibility from the standpoint of degree of blindness shall be considered to exist except on the recommendation of the State Ophthalmologist after review of the physician's report of eye examination. (See Secs. 361-40, CONTINUED ELIGIBILITY QUESTIONED ON BASIS OF PHYSICIAN'S REPORT OF EYE EXAMINATION, 180-20, REVIEW OF EYE EXAMINATION REPORTS, AND 180-25, SUCCESSIVE EYE EXAMINATION REPORTS.)

When other qualified examiners are available, it is desirable that reexamination of an applicant or recipient not be made by the same examiner who has previously filed a report of eye examination for the individual

Reexamination in post-operative cases shall be made within not less than 90 days nor more than 120 days after the operation unless permission for delay is obtained from the SDSW. Questions which arise regarding the need for such post-operative examination should be referred to the SDSW for decision by the State Ophthalmologist.

When a reexamination is indicated for a bedfast applicant or recipient, such reexamination shall be required even though it may be necessary because of illness or other conditions to extend the time within which it may be secured. Questions on such cases should be referred to the SDSW for the advice of the State Ophthalmologist. (See Secs. 645-80, Expenditures for Eye Examinations, 180-15, Determination OF DEGREE OF BLINDNESS, AND 351-50, REINVESTIGATION OF BLINDNESS.) (WAIC 3075. 3460)

180-25

The SDSW shall retain the right to designate the physician who is to make the examination to resolve the conflict.

In appeals based on the degree of visual impairment, the SDSW shall authorize such eye examinations as it deems necessary.

The State Ophthalmologist shall have the privilege of examining the appellant prior to the hearing of an appeal by the SSWB. If the appellant refuses to submit to the examination or is not accessible for it, the hearing will be held on the basis of the reports already submitted.

The State Ophthalmologist shall have the privilege of examining any applicant for or recipient of ANB or APSB and may recommend final action on the basis of all available information.

When a physician's report on a reinvestigation indicates that the degree of visual impairment does not come within the definition of blindness, the SDSW may request a second examination and, if necessary, a third examination. (See Secs. 361-40, Continued Eligibility Questioned on Basis of Physicians' Report of Eye Examination, and 351-50, Reinvestigation of Blindness.) (W&IC 3075, 3460)

The physician's fee for all eye examinations required by the SDSW shall be the responsibility of the county. (See Secs. 235-00, Physicians Report of Eye Examination, 361-40, Continued Eligibility Question on Basis of Physician's Report of Eye Examination, 645-10, Expenditures for Purposes of Administration, 645-80, Expenditures for Eye Examination.) (W&IC 3083.1, 3462.1)

180-30 PROOF THAT BLINDNESS OCCURRED WHILE APPLICANT WAS CALIFORNIA 180-30 RESIDENT ANB, APSB

When an applicant does not meet residence requirements set forth in Sec. 121-10, Blind While Not a Resident of California, but claims eligibility in accordance with Sec. 121-15, Blind While a California Resident, he must establish that he became blind while a resident of the State. Acceptable evidence of this fact may be affidavits of, or reports of, interviews with employers, storekeepers, doctors, references, etc., as to the loss of vision. Such affidavits or reports must contain the facts upon which the affiant's knowledge is based.

There is no provision in the law by which expert testimony is distinguished from, or to be given more weight than, evidence of other character in establishing eligibility on this point. Expert testimony is to be given the weight to which it appears to be justly entitled in each case.

If blindness is claimed to be the result of an accident, date and location of the event shall be verified and physician's report as to cause of blindness (See Sec. 180-15, Determination of Degree of Blindness) shall substantiate applicant's contention. (Wall 3040, 3041, 3042, 3075, 3430, 3431, 3432, 3460)

201-20 RIGHT TO MAKE APPLICATION

201-20

OAS, ANB, APSB, ANC

Any person who believes that he meets the requirements of a specific category of aid has the right to apply for such aid and his application shall be received by the county. In ANC, this applies to the person who makes application for aid for the child. (See Sec. 201-00, Definition of Application.)

One who believes that he meets the eligibility requirements of more than one category of aid has the right to choose the type of aid for which he will apply. (See Sec. 102-60, Change from One form of AID to ANOTHER.) (W&IC 1560, 2140, 3075, 3460)

201-25 WHEN APPLICATION TO BE TAKEN
OAS, ANB, APSB, ANC

201-25

An application shall be taken on all requests for aid at the time of the first interview, (i.e. at the time that the applicant first makes known his need) unless definite ineligibility under the law is apparent, and the applicant is convinced of that fact and therefore does not desire to continue with the application. (For exception see Sec. 212-00, RESTORATION OF ALD.)

When aid has been denied, or when it has been discontinued for a period of more than 12 months, a new application shall be completed with the following exceptions:

- 1. When an application has been denied erroneously; i.e., when the county had information that the person was eligible but the application was denied because this information was misinterpreted or overlooked, or when the application was denied before all reasonable sources of information as to eligibility had been exhausted.
 - NOTE: When aid is granted on the same application that was denied erroneously, the board of supervisors shall formally rescind its previous denial. Formal notice of this action shall be sent to the SDSW. The Notice of Change form may be used for this purpose. The date of the original application will then govern the date when aid will begin. (See Sec. 611-50, BEGINNING DATE OF AID NEW APPLICATIONS);
- 2. When aid is granted on appeal to the SSWB;
- 3. In OAS, when the board of supervisors rescinds its former denial action as the result of a hearing by the board of supervisors. (See Sec. 325-00, Provisions of W & | Code Regarding Fair Hearing);

201-12 APPLICATION MADE BY AUTHORIZED REPRESENTATIVE

201-12

An authorized representative who is making application for an CAS applicant shall present written evidence that he is the authorized representative. He shall complete the Application by Authorized Representative of the Applicant (Form Ag 200B) in triplicate. One copy shall be given to the representative as evidence that the application was made. The authorized representative shall not sign the application (Form Ag 200) unless he is the guardian of the person or of the estate. (See Sec. 201-10, Person Making Application.) (Wall 2140, 2180; Prob. C 1405; AGO NS999)

The date on which the Application by Authorized Representative of Applicant (Form Ag 200B) is signed by the authorized representative shall be considered the date on which the application is filed. (W&IC 2140, 2183)

After receipt of an application filed by an authorized representative, the county shall call in the home of the applicant and secure the completed and signed application (Form Ag 200). An exact copy of the completed Forms Ag 200 and Ag 200B shall be given to the applicant. (WALC 2140, 2180)

The original Form Ag 200B shall be attached to the original Form Ag 200. (See Sec. 250-05, Reporting Action on Application to SDSW) (M&IC 2:40)

201-15 PERSON MAKING APPLICATION ANC.

201-15

A parent, guardian, relative, or person in loco parentis may sign an application for a child or children. It is generally preferred that the person with whom the child is living sign the application.

However, when a child is in a boarding home or institution, the application shall be signed by the parent, guardian, or person responsible for the placement of the child.

When children of the same parent are living in different homes, separate applications may be made for the group in each home, or one application may be made for all the children. (W&IC 1560)

202-20

The full name of the applicant should be given at the top of the form. When a person has an alias his true name should be given at the top of the form, and this shall be followed by all of his aliases. The notarized signature at the bottom of the form shall be the usual signature of the applicant. It may be either the true name or the alias. A woman should use her own given name, not her husband's given name. Initials should be used at the top of the form only when they are, in fact, the only name of the applicant. The address of the applicant should be the complete mail address. (W&IC 1560, 2140. 3075, 3460)

Supplemental instructions for completion of certain items on the various forms follow:

OAS

The applicant's statement of age should be given in years only, and should be the age on the last birthday.

The birthplace shall include city and/or county and State and/or country.

The name of the county and the date when the applicant believes he established residence in the county shall be entered. The full name and address of the spouse shall be shown. When the spouse is deceased or divorced, this fact shall be noted.

The number of living children as known to the applicant shall be stated. When the children's whereabouts are unknown, they shall be considered as living.

Whether or not the applicant is living in a home which he owns outright or in which he has an interest shall be shown. (Wall 2140, 2180)

ANB, APSB

The exact or approximate birth date shall be given if known.

The exact date residence was established in the county shall be given when known; otherwise the approximate date shall be entered.

The name and address of the spouse shall be given.

202-20 THE APPLICATION FORM OAS, ANB, APSB, ANC

202-20

The application form is the applicant's sworn statement that he believes himself, or those for whom aid is requested, to be eligible for the aid for which he is applying.

In CAS and ANC, the Application Form (Forms Ag, CA 200) includes the points of eligibility on which the applicant (or the person making application for the child) must give information to enable the county to start the investigation.

(W&IC 1560, 2140, 2180)

In ANB and APSB, the law sets forth in detail the statements which shall be made under oath on the application, i.e., age, sex, counties of residence for the preceding ten years, financial resources and income, names and addresses of the spouse, and of each of the adult children and the parents, degree of blindness, period of blindness, employment and educational history, general physical conditions, and such other data as are necessary to establish his eligibility for aid to the blind. (W&IC 3075, 3081, 3460, 3470)

The Application Form (Forms Ag, Bl, CA 200) may be filled out in long-hand by the applicant or the county may insert the information as given by the applicant. In this latter instance, the form shall be read by or to the applicant before his signature under oath is affixed. The form may be filled out in triplicate, or one copy only may be made and two copies certified as true copies of the original. One copy of the application shall be given to the applicant at the time the form is signed.

Each statement on the application shall be completed. The words "no", "none" or "unknown" shall be used, when that is the correct answer.

In CAS, when the applicant is unable to give in detail all the specific information requested on the application form at the first interview, individual items may be completed with the qualifying phrase "to the best of my knowledge and belief." In ANB and APSB the word "unknown" may be used on the application form.

The county number assigned to the application should be inserted. The State number shall be inserted after aid has been granted by the county and the SDSW has assigned a number to the case.

When aid has previously been applied for or received by the same person, or in ANC for the same children, in the same or another county, and former State number is known this number (including the county prefix) should be inserted. When application is made for an additional child in a family already receiving an ANC grant, the State number of the family should be inserted.

202-20

his John X Jones mark

Signature or Mark of Applicant

Witness to Mark

Witness to Mark

When the applicant is handicapped to the extent that he is unable to sign his name or to make his mark, it is acceptable for a witness to touch the pen to the body of the applicant prior to making the mark for him. Thus, by making the ritual a physical act rather than actually having the applicant himself make the mark, the objective of maintaining the comfort and the dignity of the individual can be approached. In this instance, the mark itself is made by one of the two witnesses.

An applicant who usually affixes his signature by printing may sign his name in this manner. A typewritten name, a carbon copy of a signature, or a rubber stamp imprint does not constitute a signature.

The above comments regarding form of signature, etc., apply to all forms which the applicant and/or his guardian and/or spouse may be required to sign.

The applicant's signature on the application shall be acknowledged under oath or affirmation before someone who is authorized to take such acknowledgment. The date of such acknowledgment is the date of application.

When the person administering the oath is a witness to the mark (including a thumb print), his signature must appear twice, once as a witness to the mark (including a thumb print) and again in the certificate of acknowledgment. (W&IC 1560, 2140, 2180, 3075, 3081, 3460, 3470)

Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from an agency or department of the U. S. Government, State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath. (Pol. C 4295)

202-20

The names and addresses of applicant's living children and parents as known to the applicant shall be listed. When the children's whereabouts are unknown, they shall be considered as living. The listed contribution from relatives should be the actual contribution.

All other items should be completed to the best of the applicant's know-ledge. (W&IC 3075, 3460)

OAS, ANB, APSB (GUARDIANSHIP)

When a guardian makes application, the full name of the applicant should be used at the top of the form. For the signature at the bottom of the blank the guardian should sign his own name as legally appointed guardian of the applicant; e.g., John Doe, legally appointed guardian of Richard Roe. The signature of both the guardian and the applicant are required at the bottom of the blank unless the guardian is guardian of the person and the estate in which case only the guardian signs. (SEE SECS. 230-60 GUARDIANSHIP; 201-10, PERSON MAKING APPLICATION.) (WEIC 2140, 3075, 3460)

ANC

"Relationship to children" means the relationship(family or other) which the applicant bears to the children for whom aid is requested; e.g., mother, aunt, guardian, probation officer, etc.

In Section I space is provided for two different surnames when application is made for children having a common parent but different surnames. When there is only one surname it should be repeated when children's names are entered in the second column. The given name of each child for whom aid is requested shall be entered. The street address and/or box number and city, or name and address of institution shall be entered.

Sections II, III, and IV provide a basis for the county to secure information and start investigation regarding classification, residence and need. The sub-category under each heading need not be designated. (W&IC 1560)

OAS, ANB, APSB, ANC (SIGNATURES)

When the applicant or guardian is unable to sign his name, a mark (including a thumb print) may be used. When a mark (including a thumb print) which serves as a signature to a sworn statement is used, two persons are required as witnesses. The form for such a signature is as follows:

215-00

To effect this automatic restoration when aid is discontinued because of confinement in a public institution two Forms Ag, Bl, or CA 232 shall be approved on the case. One form orders discontinuance effective as of the last day of the month in which the recipient or the child in ANC is admitted to the institution, or in the case of temporary medical or surgical care, as of the end of the month in which the eligibility period is completed. The second form orders restoration with no date specified. Upon release of the recipient or the child in ANC from the institution the second Form Ag, Bl, CA 232 is completed showing the date of release, and immediately submitted to the SDSW. A warrant is then issued for the balance of the month during which the recipient, or the child in ANC, was not an immate and claim made on the current monthly payroll. (See Sec. 627-40, Partial Month Claims-Computation of Total Amounts) (Wall 1560, 2140 2160.6, 3044, 3075, 3444, 3460)

In ANC the automatic restoration procedure described in the preceding paragraphs shall be used when aid has been discontinued because a child has been confined in a detention home or other public institution or has been temporarily placed in a free home and that home is no longer available. (W&IC 1560)

215-00

215-00 RESTORATION OF AID OAS. ANB. APSB. ANC

Restoration is the granting of aid to a former recipient of the same aid in OAS, ANB, APSB, or on behalf of the same child or children in ANC, after discontinuance of aid by the same county for less than 12 months. (For exception in ANC see Sec. 201-25, When Application to be Taken.) Recommendation for a restoration is submitted to the board of supervisors and the SDSW on a Notice of Change (Form Ag, CA 232). This shall give in full the reason for restoration of aid. (See Secs. 230-95, Investigation of Request for Restoration After Discontinuance, 364-20, Restoration, Investigation Premiminary to, 362-30, Reporting Reason for Change on Notice of Change and, 363-05, Rescording on Top of form and Sec. 1 of Notice of Change, ANC, and 611-55, Beginning Date of Ald--Restoration.

In OAS and ANC when restoration is requested the former recipient's signed statement on a new application form (Form Ag, CA 200) is not required. However in OAS if the former recipient's aid was discontinued because of employment and request for restoration is made, such request shall be in writing. (See Sec. 215-05, APPLICATION OR RESTORATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT.)

In ANB and APSB when a former recipient, whose aid was discontinued for any reason, requests restoration of aid within twelve months of the date of discontinuance, no new application shall be taken. If the request for restoration is made in person, a written statement containing such request shall be signed by the former recipient and the date of the request indicated. If the request is made by letter, the postmark shall be considered the date on which the request is signed.

When request for restoration has been made the eligibility of the former recipient shall be investigated. (See Secs. 230-95, Investigation of Request for Restoration After Discontinuance, and 361-20, Restoration, Investigation Preliminary To.) (W&IC 1560, 2140, 3075, 3460)

When aid is restored the beginning date of the aid is governed by the code provision for the specific category of aid. (See Sec. 611-55, BEGINNING DATE OF AID-RESTORATIONS.)

Whenever aid is discontinued due to the confinement of an OAS, ANB, or APSB recipient or of a child receiving ANC in any public institution, the board of supervisors in its order discontinuing aid may provide that aid be restored without further order of the board of supervisors when the person ceases to be an inmate of the institution. (See Secs. 164-10, ELIGIBILITY DURING HOSPITALIZATION, AND 610-60, PAYMENT TO INMATE OF PUBLIC INSTITUTION.)

215-95		APPLICATIONS	PUBLIC	ASSISTANCE PROGRAM
	(Continu			215-95
5 t)))				
	122-65	Removal of Transferred Recipient to a Third County	. ANC,	ANB, APSB, OAS
	123-25	Return From Out of State to County Other Than That of Residence After Aid Discontinued	. ANC,	ANB, APSB, OAS
	124-07	Absence of Minor From County of Residence		ANC, ANB, APSB
	125-05	Residence of ANC Child, Application for Aid Filed by Institution		ANC
	160-00	Provisions of Walc Regarding.Institution Inmates	. ANC,	ANB, APSB, OAS
	230-00	Provisions of the WaIC Regarding Investigation and Decision	. ANC,	ANB, APSB, OAS
	230-60	Guardianship		ANB, APSB, OAS
	230-80	Investigation of Applications Made in Private Institution		OAS
	230-85	Investigation of Applications Made While in or on Leave from State Hospitals		ANB, APSB, OAS
	230-88	Investigation of Applications Made While on Parole from Prison	•	ANB, APSB, OAS
	230-90	Investigation of Application after Discontinuance Due to Employment	•	OAS
	250-00	Disposal of Application	. ANC,	ANB, APSB, OAS
	250-05	Reporting Action on Application to SDSW	. ANC,	ANB, APSB, OAS
	250-10	Reporting Action of the Board of Supervisors to Applicant	. ANC,	ANB, APSB, OAS
	326-00	Reapplication for Aid After Denial of Appeal		ANB, APSB, OAS
	326-10	Appeal from County Inaction	. ANC,	ANB, APSB, OAS
	370-00	Transfer of Aid	. ANC,	ANB, APSB, OAS
	530-00	Definition of Application	. ANC,	ANB, APSB, OAS
	611-50	Beginning Date of Aid - New Application	. ANC,	ANB, APSB, OAS
	611-60	Initial Payments	. ANC,	ANB, APSB, OAS
		Retroactive Initial Payments		
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215-05 APPLICATION OR RESTORATION AFTER DISCONTINUANCE
DUE TO EMPLOYMENT
OAS

215-05

When a former recipient, whose aid was discontinued because of income from employment, requests restoration of OAS within twelve months of the date of discontinuance, such request shall be in writing. If the request is made in person, a signed statement giving the date employment terminated and the statement that he is in need shall be obtained. If the request for restoration of aid is made by letter, the postmark shall be considered the date on which the request is signed. (See Secs. 36:-20, Restoration, Investigation Preliminary Tq. 36:-22, Investigation of Conditional Restoration, and 6:1-55, Beginning Date of AID Restorations.)

"Employment" as used in W&IC 2183.9 is defined as any activity undertaken for remuneration either in cash or in kind.

When a former recipient who has not received OAS for twelve months or more, following discontinuance because of employment, requests restoration of aid, a new application (Form Ag 200) shall be signed. (See Sec. 202-20, THE APPLICATION FORM.) Opposite Item eight on the application form (Form Ag 200) insert "My employment ceased on "(W&IC 2140, 2183.9)

(SEE SECS. 230-90, INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT AND 611-50, BEGINNING DATE OF AID - NEW APPLICATIONS)

215-10 RESTITUTION AND RESTORATION OF AID OAS, ANB, APSB, ANC

215-10

Restitution for aid to which a recipient was not entitled or the execution of an agreement to repay the county for such aid shall not be a condition for restoration or continuance of aid to which the recipient is currently eligible. (W&IC 1560, 2140, 3075, 3460)

215-95 OTHER SECTIONS RELATING TO APPLICATIONS OAS, ANB, APSB, ANC

215-95

Pertinent information relating to applications other than that included in the Applications Chapter may be found in the following manual sections:

102-70 Applications and Records Shall be Confidential. ANC, ANB, APSB, OAS

122-50 Removal from County of Residence ANC, ANB, APSB, OAS

122-53) Discontinuance and Restoration of Aid

122-54) During Transfer Period, ANC, ANB, APSB, OAS

230-00

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF- SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
No question, inquiry, or recommendation under the OAS LAW OR the RULES OF THE SDSW SHALL RELATE TO THE POLITICAL OR RELIGIOUS OPENIONS OR AFFILIATIONS OF ANY PERSON AND NO GRANT OR DENIAL OF AID UNDER THE OAS LAW SHALL BE IN ANY WAY AFFECTED OR INFLUENCED BY SUCH OPINIONS OR AFFILIATIONS. (W&IC 2010)		PRODUCTION OF THE PRODUCT OF THE PRO
THE PUBLIC ASSISTANCE WORKER ADMINISTERING AID SHALL CONDUCT HIMSELF WITH COURTESY, CONSIDERATION AND RESPECT TOWARD APPLICANTS AND RECIPIENTS. THE WORKER SHALL ENDEAVOR AT ALL TIMES TO PERFORM HIS DUTIES IN SUCH A MANNER AS TO SECURE FOR EVERY AGED PERSON, THE MAXIMUM AMOUNT OF AID TO WHICH THAT PERSON IS ENTITLED, WITHOUT ATTEMPTING TO ELICIT ANY UNNECESSARY INFORMATION AND WITHOUT COMMENT OR CRITICISM OF ANY FACT CONCERNING AN APPLICANT OR RECIPIENT WHICH IS NOT DIRECTLY RELATED TO OAS. (WAIC 2142.5)		
		THE PROPERTY OF THE PROPERTY O
	A CONTRACTOR OF THE PROPERTY O	

230-00 PROVISIONS OF THE W&IC REGARDING INVESTIGATION AND DECISION

230-00

OLD AGE SECURITY

AID TO NEEDY BLAND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS

AID TO NEEDY CHILDREN

THE COUNTY SHALL UPON RECEIPT OF AN APPLICATION FOR AID PROMPTLY WITHOUT ANY UNNECESSARY DELAY AND WITH ALL DILIGENCE MAKE THE NECESSARY INVESTIGATION. (W&IC 2181)

THE COUNTY SHALL HAVE A PERIOD OF 60 DAYS AFTER THE DATE OF APPLICATION WITHIN WHICH TO DETERMINE WHETHER OR NOT THE APPLICANT IS ELIGIBLE FOR ASSISTANCE, AND THE AID SHALL BE GRANTED TO HIM FROM THE FIRST DAY OF THE MONTH IN WHICH THE DETERMINATION IS MADE THAT HE IS ELIGIBLE, BUT IN NO EVENT SHALL THE AID COMMENCE PRIOR TO THE DATE OF APPLICATION. IF THE INVESTIGATION IS NOT COMPLETED AT THE END OF THE 60-DAY PERIOD, THE INVES-TIGATION SHALL CONTINUE UNTIL COMPLE-TED; AND IF ELIGIBILITY IS ESTABLISH-ED, AID SHALL BEGIN AS OF THE FIRST DAY OF THE MONTH IN WHICH ELIGIBILITY IS ESTABLISHED OR AS OF THE FIRST DAY OF THE MONTH FOLLOWING THE END OF THE 60-DAY PERIOD, WHICHEVER IS EARLIER. (W&IC 2183)

WHEN A FORMER RECOPSENT OF DAS, WHOSE AID HAS BEEN DISCONTINUED BECAUSE HE ACCEPTED EMPLOYMENT FROM WHICH HE DE-RIVED INCOME IN EXCESS OF THE AMOUNT ALLOWED UNDER THE DAS LAW, APPLIES FOR AID, AND NOTIFIES THE COUNTY THAT HE NO LONGER HAS SUCH EMPLOYMENT OR INCOME, THE COUNTY SHALL HAVE A PERIOD OF 30 DAYS AFTER DATE OF REAPPLICATION IN WHICH TO DETERMINE APPLICANT "S ELI-GIBILITY. AID SHALL BE GRANTED FROM THE FIRST DAY OF THE MONTH IN WHICH DETERMINATION IS MADE THAT APPLICANT IS ELIGIBLE BUT AID SHALL NOT COMMENCE PRIOR TO DATE OF REAPPLICATION. IF THE INVESTIGATION IS NOT COMPLETED AT THE END OF THE 30-DAY PERIOD, AID SHALL IMMEDIATELY BE CONDITIONALLY RESTORED AND THE INVESTIGATION SHALL CONTINUE UNTIL COMPLETED, AND IF ELIGIBILITY IS ESTABLISHED AID SHALL CONTINUE AS OF THE FIRST DAY OF THE MONTH IN WHICH THE 30-DAY PERIOD ENDED (W&IC 2183.9)

THE COUNTY SHALL IMMEDIATELY INVESTIGATE ALL APPLICATIONS FOR AID. SUCH INVESTIGATION SHALL BE COMPLETED WITHIN 90 DAYS AFTER RECEIPT OF THE APPLICATION. IF THE INVESTIGATION IS NOT COMPLETED WITHIN 90 DAYS IT SHALL CONTINUE AND IF ELIGIBILITY IS ESTABLISHED AID SHALL BEGIN AS OF THE FIRST DAY OF THE MONTH IN WHICH THE END OF THE 90-DAY PERIOD OCCURRED. (W&IC 3082 AND 3460)

THE BOARD OF SUPERVISORS SHALL FILE WITH THE SDSW A RECORD OF THEIR ACTION ON EACH APPLICATION. (W&IC 3085 AND 3460)

WHEN RESTORATION OF A+D ... IS
REQUESTED WITHIN ONE YEAR
AFTER DISCONTINUANCE, AID
SHALL BEGIN THE FIRST OF THE
MONTH FOLLOWING THE REQUEST,
IF ELIGIBLE AND NO NEW APPLICATION SHALL BE REQUIRED.
(W&IC 3078.3, 3475)

EVERY PERSON ADMINISTERING AID UNDER THIS CHAPTER SHALL CONDUCT HIMSELF WITH COURTE-SY, CONSIDERATION, AND RE-SPECT TOWARD APPLICANTS FOR OR RECIPIENTS OF AID TO THE BLIND, AND SHALL ENDEAVOR AT ALL TIMES TO PERFORM HIS DUTIES IN SUCH MANNER AS TO SECURE FOR EVERY APPLICANT THE MAXIMUM AMOUNT OF AID TO WHICH HE IS ENTITLED, WITHOUT ATTEMPTING TO ELICIT ANY IN-FORMATION NOT NECESSARY TO CARRY OUT THE PROVISIONS OF THIS CHAPTER, AND WITHOUT COMMENT OR CRITICISM OF ANY FACT CONCERNING APPLICANTS OR RECIPIENTS NOT DIRECTLY RELATED TO THE ADMINISTRATION OF THIS CHAPTER . (W&IC 3082.1)

THE COUNTY SHALL PROMPTLY INVESTIGATE ALL APPLICA-TIONS IN THE MANNER AND ON FORMS PRESCRIBED BY THE SDSW. THE COUNTY SHALL APPROVE OR DENY SUCH AP-PLICATIONS. THE COUNTY SHALL HAVE A PERIOD OF 90 DAYS IN WHICH TO DETERMINE THE CHILD'S ELIGIBILITY FOR AID. IF THE INVESTI-GATION IS NOT COMPLETED AT THE END OF THE 90 DAYS, IT SHALL CONTINUE UNTIL COM-PLETED. IF ELIGIBILITY IS ESTABLISHED, AID SHALL BE-GIN AS OF THE FIRST DAY OF THE MONTH IN WHICH THE END OF THE 90-DAY PERIOD OC-CURRED. (W&IC 1550)

230-25 (Continued)

230-25

Records of private and public social agencies, hospitals, clinics, schools, records of various county officers such as the recorder, assessor, etc., and the records of vital statistics department, etc., frequently contain information pertinent and necessary to the investigation. The applicant's written consent authorizing release of information from records other than those open to the public is required in most instances. The applicant should understand the reason for such investigation and his consent should be obtained. (See Sec. 230-35, AUTHORIZATION AND CONSENT FOR INVESTIGATION.) The circumstances in the individual case may make necessary communication with employers, physicians, landlords, churches, religious groups, lodges, clubs, societies, organizations, trade unions, fraternal and professional groups, public libraries, parent-teacher associations, Girl and Boy Scouts, morticians, creditors, insurance companies, etc. (Wall 1560, 2140, 3075, 3460)

230-35 AUTHORIZATION AND CONSENT FOR INVESTIGATION OAS ANB, APSB, ANG

230-35

The applicant (and in OAS, ANB, and APSB, the spouse when applicant is married) shall sign an Authorization for Financial Investigation (Form Ag, Bl, CA 228) and other forms required in verifying income and real and personal property, whether the property be community or separate. (See Form Ag, Bl, CA 228 in Sec. 250-99, Forms Used in Investigation Procedure.)

In ANC, the information authorized for release to the county shall include that pertaining to parents and/or children for whom aid is requested. A parent who has made an ANC application is required to sign Form CA 228. Exception: When an application is made by someone other than the parent, and the parent, while in a Federal or State institution, refuses to sign Form CA 228, aid shall not be denied. The investigation shall continue using other available resources to ascertain the parents' financial situation.

Special forms may be devised by the county to cover specific types of inquiries.

When a bank account, insurance policy, etc., is carried in a name not used in the application and/or other supporting papers, both names shall be used in consent forms. A clear statement of reason for variation in name, and, if necessary, an affidavit establishing identity, shall be secured.

Full identifying data should be given in order that the organization of which inquiry is made may be able to locate records pertaining to the applicant without necessity for further correspondence.

Some agencies which require written authorization for release of information are: (1) Federal agencies, such as the U. S. Census Bureau, U. S. Post Office (concerning postal savings), Veterans' Facility, Adjutant-General's Office, RRB and the OASI Bureau; (2) insurance companies, and firms dealing with private financial matters, including stock brokers; (3) employers; (4) hospitals, physicians, clinics, and medical agencies. When a form is prescribed by an agency; e.g., OASI Bureau, all the data called for should be given. (See Special Services Chapter, 145-00.) (WAIC 1560, 2140, 3075, 3460)

230-20 DEFINITION OF INVESTIGATION AND DECISION OAS, ANB, APSB, ANC

230-20

Investigation is the process of careful inquiry into the circumstances of the applicant and in ANC parent and/or children as related to the conditions of eligibility established by law and the rules and regulations of the SDSW. It includes the accumulation of the best factual information available to substantiate the applicant's claim, the weighing and evaluation of this information and is completed by the action of the county board of supervisors approving or denying the application. (WAIC 1560, 2140, 3075, 3460)

230-25 SCOPE AND METHOD OF INVESTIGATION OAS, ANB, APSB, ANC

230-25

The type of investigation is the same for OAS, ANB, APSB, and ANC, but the scope of the inquiry varies with the eligibility requirements for the type of aid requested and the situation of the individual. The investigation of the application for OAS, ANB, and APSB of an inmate of a public institution shall be carried on in the same manner as other investigations. (See Sec. 160-00, Provider OF WAIC RECARDING INSTITUTION INMATES.)

The investigation shall be pursued with diligence until all reasonable sources of proof of eligibility have been investigated. When one point of ineligibility has been clearly established, the investigation of other eligibility factors may cease.

The applicant is the first source of information. An explanation should be made to him regarding the requirements of eligibility and method of investigation that will follow. Investigation should be undertaken with the full knowledge and consent of the applicant and with his participation to the extent of his ability. His rights under the law, including his right to a fair hearing, should be explained to him. The applicant shall not be required to establish his own eligibility or that of the child on whose behalf he is applying for aid. It is the responsibility of the applicant insofar as he is able to give information to assist the county in establishing eligibility; i.e., documents in his possession may substantiate his own statements and assist in proving his eligibility. (See Sec. 202-15, Services Rendered by County to Applicants.)

The applicant should be informed at the beginning of the investigation that it is his responsibility to notify the county immediately of any change of address, or change in financial condition, including a change in income or in real or personal property holdings.

No question, inquiry, or recommendation under the CAS law or the rules of the SDSW shall relate to the political or religious opinions or affiliations of any person and no grant or denial of aid under the CAS law shall be in any way affected or influenced by such opinions or affiliations.

The public assistance worker, administering the OAS, ANB, and APSB laws, shall conduct himself with courtesy, consideration and respect toward applicants and recipients. The worker shall endeavor at all times to perform his duties in such a manner as to secure for every aged and blind person the maximum amount of aid to which that person is eligible. He shall not attempt to elicit any unnecessary information or make any comment or criticism of any fact concerning an applicant or recipient which is not directly connected with OAS, ANB, or APSB, (WAIC 2:42.5, 3082.1, 3160)

234-00

3. Interview with the responsible relative if possible.

When the county is unable to secure information concerning the amount of contribution, if any, or regarding the pecuniary ability of the responsible relative to support, the applicant shall be interviewed on the following points:

- 1. Amount of contribution now received from the responsible relative.
- 2. His knowledge, if any, regarding the financial status of the responsible relative.
- 3. Date of applicant's last contact with responsible relative.
- 4. Pertinent information concerning family relationships; or attitudes that may prevent county from securing information from responsible relative concerning his pecuniary ability to support.

All efforts made or procedures followed in determining pecuniary ability of responsible relatives to support or in securing support from responsible relatives with pecuniary ability to assist shall be recorded in the county case record.

See Sec. 172-15, Determination Regarding Contributions from Out-of-State Responsible Relatives, for procedure covering investigation of out-of-state relatives. (W&IC 2140, 2224, 3075, 3088, 3088.), 3460, 3474, 3474.)

234-05 RELATIVES ABILITY TO SUPPORT

234-05

The ability of the parent or parents to support a child for whom aid is requested, or is being paid, is determined by verification of parents' financial situation. When the parent is not living in the home with child, the parent's ability to support shall be ascertained by verifying his income and determining his living expenses. The amount and frequency of actual contribution made by parent toward child's support shall be verified by interview or correspondence with the parent and the person caring for the child.

When a child lives in the home of non-responsible relatives, the amount of aid requested by the relative for the child is considered in determining the amount of the grant. Evidence in the case record shall show that the financial situation of the relative is such as to assure that the grant of aid will be used entirely for the care of the child. The willingness of the relative to make a contribution in the form of shelter, clothing, etc., shall be determined. Such contribution is voluntary and cannot be required, regardless of the non-responsible relative's resources. Non-responsible relatives with whom the child is not living may be interviewed as they may be a social resource. (Well 1560)

234-00

determine whether the promised contribution is commensurate with ability; (4) to serve as a guide when the district attorney or other civil legal officer of the county is requested to recover a portion or all of the aid granted. It may be used to verify changes in the contribution as reported by the applicant or relative from time to time.

Inquiry shall be made of all responsible relatives living within the State, except any such relatives who are receiving public assistance, concerning their ability to contribute to the support of the applicant. In OAS use of Form Ag 225 is mandatory in this process. In ANB and APSB the use of Form Bl 225 is not mandatory. When a personal interview is substituted for Form Bl 225, the interview shall cover the points set forth on the form. (See Secs. 172-00 Investigation of Responsible Relatives Within State, ANB, APSB; and 172-15, Determination Regarding Contributions from Out-of-State Responsible Relatives.)

The county may mail Form Ag, Bl 225 to the relative or the relative may be requested to complete it during an interview. To facilitate return of the statement to the proper county office, the county should complete the first section of Form Ag, Bl 225, including the name and address of the county welfare department and the name of the applicant, before the form is forwarded to the relative. After completion by the relative, the signature shall be acknowledged by a properly qualified official.

If the relative has not returned his sworn statement by the time all other items of eligibility have been established and the applicant has furnished evidence that he is not receiving support from the relative in question, appropriate action shall be taken on the application by the board of supervisors without further delay.

In OAS it shall be the responsibility of the relative to return his sworn statement within 10 days if he is living within the county or within 30 days if living elsewhere in the state.

When Form Ag 225 has not been returned within the time above specified, or the relative has failed to return the Form Bl 225 requested of him by the time all other items of eligibility have been established, the county record shall show the further effort to secure it. This may include:

- 1. A follow-up letter to the responsible relative. When the letter to the responsible relative is returned because of incorrect address, effort should be made to secure the correct address from the applicant or through other available sources.
- 2. Interview with the applicant to determine if he can secure the responsible relative's cooperation in completing Forms Ag, Bl 225. When interview reveals he cannot secure this cooperation, this information should be recorded in the county case record.

235-00

The physician shall report definite measurements of visual acuity. Definite figures and descriptions are required on both eyes as indicated on The Physicians Report of Eye Examination (Form Bl 227). Check marks and such symbols as "nil", "o", etc., are not acceptable. The physician does not certify that the applicant or recipient is or is not blind. The Wasserman test (Item 19) is not required but is desirable in view of the widespread fight against syphilis, and the results of such an examination, when available, shall be reported.

Two copies of the completed Form Bl 227, one of which shall be the original or certified copy, shall be sent to the SDSW for review by the State Ophthalmologist, either prior to action by the board of supervisors or with the Application (Form Bl 200), and Certificate of Verification of Eligibility (Form Bl 201). (See Sec. 180-20, Review of Eye Examination Reports.) The original or certified copy of the Form Bl 227 is retained by the SDSW and the copy is returned to the county for its record.

When the Form Bl 227 shows that the applicant's vision is sufficiently impaired to come within the definition of blindness, the State Ophthalmologist indicates on the form that the facts as reported show this. The Notification to County of Necessity for Reexamination (Form Bl M515) is completed by the State Ophthalmologist and attached to every accepted report to advise the county if and when further examination is required. This advice is based upon information submitted on Form Bl 227. (See Sec. 180-50, Reexamination of Eyes To Determine Continued Eligibility.)

When Form Bl 227 shows that the applicant does not come within the definition of blindness under which aid is allowed, the Notification to County of Action on Physician's Report (Form Bl M506) is sent to the county. This indicates that Form Bl 227 has been reviewed by the State Ophthalmologist and that the facts contained therein do not show that the visual impairment of the applicant is sufficient to come within the definition of blindness adopted in California.

The maximum fee for each eye examination which is considered proper administrative expense is \$10. In ANB such expense is subject to 50 per cent reimbursement. (See Secs. 645-10, Expenditures for Purposes of Administration, and 645-80, Expenditures for Eye Examination.) The cost of such eye examination shall be paid by the county and no applicant or recipient shall be required to pay any part of the cost of an eye examination as required by the SDSW in connection with the application for or continued receipt of aid.

For procedure for reexamination of the eyes see Sec. 180-50. (W&IC 3075, 3083.1, 3460, 3462.1)

234-25 PURPOSE OF VERIFICATION OF DIVORSE
OAS, ANB, APSB, ANC

234-25

In ANC if there has been a divorce and both parents are living, the award of custody in the divorce decree shall be verified in order to determine residence of the children. (See Sec. 122-10, Determination of County Residence.)

In determining parentage it is sometimes necessary to verify divorce in order to establish dissolution of a previous marriage. (See Sec. 191-10, DETERMINATION OF PARENTAGE.)

In OAS, ANB, and APSB, when determining the real property holdings of the applicant who declares that he has been divorced from his last spouse, it is necessary to establish that the final decree of divorce has been issued.

Divorce may be verified by review of the official records of the court in which it was granted; by a letter from the court giving the required information, or by review of documents in the applicant's possession. (W&IC 1560, 2140, 3075 3460)

235-00 PHYSICIAN'S REPORTS OF EYE EXAMINATION ANB, APSB

235-00

Responsibility for securing a physician's report as required in Sec. 180-15, Determination of Degree of Blindness, rests with the county. The applicant or recipient shall have the privilege of selecting a duly licensed and practicing physician skilled in diseases of the eye from the list of physicians compiled by the SDSW. (See Sec. 180-75, Approved List of Physicians Skilled in Diseases of the Eye.) However, when other qualified examiners are available, it is desirable that reexamination of the eyes of an applicant or recipient not be made by the same examiner who has previously filed a report of eye examination for the individual.

The physician shall complete Physician's Report on Eye Examination (Form Bl 227) in every detail, and submit it to the county in duplicate. As it is a permanent record it shall be prepared in ink or typewritten. Reports which are incomplete or ambiguous are returned to the examining physician by the SDSW with a letter (copy of which goes to the county) listing the specific information or action needed. The physician should initial and date all additions or corrections made on the report and return it to the SDSW for review by the State Ophthalmologist.

250-10

In ANC, when the Probation Officer or other person is the applicant and the relative is the payee, Form CA 239 should be sent to the relative with whom the child is living. Since care given to children in institutions or boarding homes is usually on a contractual basis, it is not necessary to send Form CA 239 to institutions or boarding homes in every case. However, inasmuch as any person responsible for care or caring for a child may file an appeal with the SSWB, the county should make known to the Probation Officer and to the institution or boarding home caring for ANC children the fact that an appeal may be filed. (See Secs. 236-30, CONTENT OF CASE RECORD, AND 361-80, NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT.) (WAIC 1551, 1560, 2016, 2140, 2181-1, 2182, 3075, 3086, 3087-5, 3089, 3460, 3473, 3473.2.)

250-50 FACSIMILE SIGNATURES OF COUNTY WORKERS OR OFFICIALS OAS, ANB, APSB, ANC

250-50

The SDSW will accept facsimile signatures of county workers or officials on certain documents. It is necessary that the facsimile signatures be affixed either by or under the special authority of the county officer whose signature is thus affixed. Documents on which facsimile signatures are acceptable are listed as follows:

Certificate of Verification of Eligibility (Ag, Bl, CA 201) signed by county investigator and by case supervisor or county director; also signed by county clerk or deputy county clerk.

Notice of Change (Ag, Bl, CA 232) signed by county clerk or deputy county clerk.

Social Data Record Card (Ag, Bl, CA 230) signed by "person completing form".

Notification of Transfer (Ag, Bl, CA 215) signed by county worker. (W&IC 1560, 2140, 3075, 3460)

250-10 REPORTING ACTION OF THE BOARD OF SUPERVISORS TO APPLICANT OAS, ANB, APSB, ANC

250-10

Immediately following action of the board of supervisors, the applicant shall be notified in writing of the disposition of his application and of his right of appeal to the SDSW for a fair hearing. (See Sec. 325-20, Right, Purpose, AND Scope OF APPEAL.) This includes the applicant who has applied for a transfer from ANB to APSB or vice versa.

In OAS, ANB, and APSB, the applicant shall also be notified of his right to a hearing before the board of supervisors. Every notification of denial shall include the reason for such action.

Notification of Action by the Board of Supervisors (Forms Ag, Bl, CA 239) includes the minimum requirements for notification to the applicant and shall be used by the county unless a substitute form which incorporates the information appearing on Forms Ag, Bl, CA 239 is used, namely:

- 1. The nature of the board of supervisors' action, i.e., granting of aid (on new applications or restorations) or denial of aid. When granted, the amount of aid shall be shown.
- 2. The date from which the board of supervisors' action is effective.
- 3. The date the Forms Ag, Bl, CA 239 is forwarded to the applicant.
- 4. A statement regarding the right of appeal for a fair hearing, including the address of the SDSW. In OAS, ANB, and APSB, the applicant shall also be notified of his right to a hearing before the board of supervisors upon application for such hearing within 30 days from the date of notification of the board of supervisors' action.
- 5. A suggestion that the applicant discuss with the county any dissatisfaction regarding the board of supervisors' action.

In OAS, in addition to the above requirements, Form Ag 239 shall include the following items:

- 6. The source of income and amount of deductions shall be listed when aid is granted in less than the maximum amount.
- 7. The amount of total need shall be shown, when the total verified need of the individual is determined to be in excess of the statutory maximum.

If in OAS a recipient requests it, he shall be provided with a statement of the particular items in his budget, the amount allowed for each item, and the total need. Such statement shall be provided him within 10 days after the request is made.

200-00

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF- SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
THE BOARD OF SUPERVISORS DISCONTINUING AID MAY PROVIDE THAT AID SHALL BE RESTORED BY THE COUNTY AUDITOR WHEN THE RECIPIENT CEASES TO BE AN INMATE, WITHOUT FURTHER ORDER FROM THE BOARD OF SUPERVISORS. (WEIC 2160.6)	AID MAY PROVIDE THAT THE AID SHALL BE RESTORED WHEN THE RE- CIPIENT CEASES TO BE AN IMMATE, WITHOUT FURTHER ORDER FROM THE BOARD OF SUPERVISORS. (WELL 3044, 3444)	
AN APPLICANT WHOSE OAS APPLICATION HAS BEEN REJECTED MAY NOT AGAIN APPLY FOR SUCH AID UNTIL THE EXPIRATION OF ONE YEAR FROM THE DATE OF THE PREVIOUS APPLICATION, EXCEPT WITH THE CONSENT OF THE COUNTY, OR AN ORDER OF THE SOSW OR UNTIL THE CONDITION BECAUSE OF WHICH HIS APPLICATION HAS REJECTED HAS BEEN ELIMINATED. (WAIT 2132) ANY PERSON WHO ACCEPTS COMPENSATION OR OTHER REMUMENTATION OR A GIFT FOR MAKING APPLICATION FOR DAS ON BEHALF OF AN AGED PERSON, FOR ASSISTING AN AGED PERSON TO APPLY FOR SUCH AID, OR FOR ASSISTING AN AGED PERSON TO OBTAIN A GREATER AMOUNT OF AID THAN HE HAS BEEN GRANTED IS SUILTY OF A MISDEMEANOR. (WAIT 2003.5)	AN APPLICANT WHOSE APPLICATION HAS BEEN REJECTED MAY NOT AGAIN APPLY FOR SUCH AID UNTIL THE EXPIRATION OF ONE YEAR FROM THE DATE OF THE PREVIOUS APPLICA- TION, EXCEPT WITH THE CONSENT OF THE COUNTY OR AN ORDER OF THE SOSW OR UNTIL THE CONDITION BECAUSE OF WHICH HIS APPLICA- TION WAS REJECTED HAS BEEN ELIMINATED. (HATC 3038.5, 3474.5) WHEN RESTORATION OF AID IS RE- QUESTED WITHIN ONE YEAR AFTER DISCONTINUANCE FOR ANY CAUSE NO NEW APPLICATION SHALL BE RE- QUIRED. (WAIC 3078.3, 3475)	

200-00 PROVISIONS OF W. & I. C. REGARDING APPLICATIONS, REAPPLICATIONS
AND RESTORATIONS

200-00

OLD AGE SECURITY

AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS

ALD TO NEEDY CHILDREN

APPLICATION FOR DAS SHALL BE MADE TO THE BOARD OF SUPERVISORS OF THE COUNTY IN WHICH THE APPLICANT RESIDES. AN AP-PLICANT SHALL APPLY IN PERSON UNLESS HE IS PHYSICALLY UNABLE TO DO SO, IN WHICH EVENT THE APPLICATION MAY BE MADE BY HIS AUTHORIZED REPRESENTATIVE. THE AP-PLICATION MAY BE MADE IN WRITING OR RE-BUCED TO WRITING UPON THE STANDARD FORM PRESCRIBED BY THE SDSW. A COPY OF HIS APPLICATION SHALL BE FURNISHED TO EACH APPLICANT AT THE TIME OF APPLICATION. THE FORM SHALL CONTAIN QUESTIONS, THE ANSWERS TO WHICH WILL PROVIDE THE IN-FORMATION NECESSARY TO ESTABLISH ELIG-IBILITY FOR DAS. ALL STATEMENTS IN THE APPLICATION SHALL BE VERIFIED, UNDER OATH, BY THE APPLICANT.

APPLICATION FOR AID MAY BE MADE WITHIN 60 DAYS PRIOR TO THE DATE ON WHICH THE APPLICANT WILL ATTAIN THE AGE OF 65 YEARS. THE APPLICATION SHALL BE PROMPTLY INVESTIGATED AND ACTED UPON. IN NO EVENT SHALL THE AID BE COMMENCED AS OF A DATE PRIOR TO THE DATE ON WHICH THE APPLICANT ATTAINS THE AGE OF 65 YEARS. (W&IC 2130.1)

THE APPLICATION SHALL BE IN THE FORM PRESCRIBED BY THE SOSW AND SHALL BE FILED IN THE MANNER SO PRESCRIBED. (W&IC 2180)

THE COUNTY SHALL RECEIVE AND ACT UPON APPLICATIONS FOR AID IN ACCORDANCE WITH THE PROVISIONS OF THE OAS LAW. (W&IC 2022)

THE SOSW SHALL HAVE THE POWER TO PRESCRIBE THE FORM OF APPLICATION, THE MANNER AND FORM OF ALL REPORTS AND SUCH ADDITIONAL RULES AND REGULATIONS AS ARE NECESSARY FOR THE CARRYING OUT OF THE PROVISIONS OF THE OAS LAW. (WEIC 2140)

AN INMATE OF ANY PUBLIC HOME FOR THE AGED OR ANY PUBLIC HOME OR ANY PUBLIC INSTITUTION OF CUSTODIAL OR CURATIVE CHARACTER MAY MAKE AN APPLICATION FOR AID UNDER THE OAS LAM. HIS APPLICATION SHALL BE INVESTIGATED AND ACTED UPON WITHOUT DELAY IN THE SAME MANNER AS APPLICATIONS OF OTHER PERSONS ARE ACTED UPON, WHILE HE IS AN INMATE. IF HE IS OTHERWISE QUALIFIED UNDER THE OAS LAW, HIS APPLICATION SHALL BE APPROVED. (W&IC 2160E)

IF A RECIPIENT OF OAS BECOMES INELIG-BLE FOR AID DUE TO CONFINEMENT IN AN INSTITUTION OR HOSPITAL, THE ORDER OF

EACH APPLICANT FOR AID UNDER THE AND OR APSB LAW SHALL FILE WITH THE COUNTY IN WHICH HE RE-SICES AN APPLICATION, ACCOMPAN-IED BY AN AFFIDAVIT, SIGNED BY HIMSELF, STATING, IF KNOWN, HIS AGE, SEX, COUNTIES OF RESIDENCE DURING THE PRECEDING TEN YEARS, HIS FINANCIAL RESOURCES AND IN-COME, THE NAME AND ADDRESS OF HIS SPOUSE, AND OF EACH OF HIS ADULT CHILDREN AND PARENTS, THE DEGREE OF HIS BLINDNESS, HOW LONG HE HAS BEEN BLIND, WHAT EMPLOYMENT AND EDUCATION HE HAS HAD, HIS GENERAL PHYSICAL CON-DITION AND SUCH OTHER DATA AS ARE NECESSARY TO ESTABLISH HIS! ELIGIBILITY FOR AID TO BLIND. (WAIC 3081, 3470)

THE SDSW SHALL PREPARE APPLICA-TION BLANKS FOR USE OF APPLI-CANTS FOR AID, UNDER THE AND AND APSB LAWS. (W&IC 3077, 3460)

THE COUNTY SHALL GIVE APPLICATION BLANKS FOR AID UNDER THE ANB OR APSB LAW TO ANYONE RESIDING IN THE COUNTY WHO REQUESTS SUCH BLANKS. (WAIC 3080, 3460)

THE APPLICATION, EVIDENCE AND DOCUMENTS SUBMITTED BY AN APPLICANT FOR ANB MAY BE USED TO GRANT APSB IF THE APPLICANT IS ELIGIBLE AND VICE VERSA. (SEE SEC. 351-57, TRANSFER PROCEDURE FROM ANB TO APSB, OR VICE VERSA.) (WGIC 3083.3, 3471.5)

AN INMATE OF AN INSTITUTION SUPPORTED IN WHOLE OR IN PART BY THE STATE OR ANY OF ITS POLITICAL SUBDIVISIONS MAY MAKE AN APPLICATION FOR AID. HIS APPLICATION SHALL BE INVESTIGATED AND ACTED UPON WITHOUT DELAY IN THE SAME MANNER AS APPLICATIONS OF OTHER PERSONS ARE ACTED UPON WHILE HE IS AN INMATE OF SUCH AN INSTITUTION. IF HE IS OTHERWISE QUALIFIED, HIS APPLICATION SHALL BE APPROVED.

IF A RECIPIENT BECOMES INEL-IGIBLE FOR AID DUE TO CONFINE-MENT IN AN INSTITUTION OR HOS-PITAL, THE ORDER OF THE BOARD OF SUPERVISORS DISCONTINUING EXCEPT AS PROVIDED IN SECTION 1557 OF THE WAIC APPLICATION FOR AID IN BEHALF OF ANY CHILD SHALL BE MADE TO THE COUNTY IN WHICH THE CHILD HAS RESIDENCE AS DEFINED IN SEC. 1526 OF THE WAIC OR IF THE CHILD HAS NO SUCH RESIDENCE IN ANY, COUNTY BUT IS OTHERWISE ELIGIBLE, HIS APPLICATION MAY BE MADE THROUGH THE COUNTY IN WHICH HE IS AT THE TIME OF APPLICATION. (WAIC 1550)

AN INSTITUTION MAINTAINING A NEEDY CHILD MAY MAKE APPLICATION TO THE SDSW FOR AID FOR THE CHILD. SECTION 1526 OF THE WAIC DOES NOT APPLY TO AN APPLICATION FOR AID UNDER THE ANC LAW WHEN SUCH APPLICATION IS FILED WITH THE SDSW BY THE INSTITUTION. (WAIC 1557)

201-05 PLACE OF MAKING APPLICATION OAS, ANB, APSB, ANC

201-05

The application may be completed in the county office, in the applicant's home, in another place satisfactory to both, or in OAS, ANB, and APSB in an institution. In ANB and APSB the county shall on request mail application blank to any person in the county. (WAIC 1560, 2140, 3075, 3080, 3460)

201-10 PERSON MAKING APPLICATION OAS, ANB, APSB

201-10

The applicant shall sign the prescribed application forms and give the necessary information and if he has a guardian of the person or of the estate both the guardian and the person shall sign the application, as data on the application form includes material which is known to each. When the guardian is guardian of both the person and the estate, only the signature of the guardian is required. (Wall 2140, 3075, 3460; Probs. C 1405; AGO NS999)

The applicant, when physically able, shall apply in person to the county. When the applicant who is physically unable to apply in person makes known to the county his desire to make application, the county shall, as soon as possible, call in the home and secure the signed application (Forms Ag, Bl 200). (WAIC 2:10, 2:180, 3075, 3081, 3460, 3470)

In OAS, the applicant who is physically unable to apply in person may have his authorized representative make application for him. (See Sec. 201-12, APPLI= CATION MADE BY AUTHORIZED REPRESENTATIVE.) (W&IC 2180)

201-00 DEFINITION OF APPLICATION OAS, ANB, APSB, ANC

201-00

A request for public assistance is considered an application when the application form (Ag, Bl, CA 200) has been completed, signed by the applicant, acknowledged and filed with the county. In CAS the request is considered an application when an authorized representative of the applicant signs the completed Form Ag 200B, Application of Authorized Representative of Applicant.

(SEE SEC. 201-12, APPLICATION MADE BY AUTHORIZED REPRESENTATIVE.) (APPLICATION FROM INSTITUTIONS FOR ANC MAY BE FILED DIRECTLY WITH THE SDSW RATHER THAN WITH THE COUNTY.)

The application form shall be signed by the applicant and acknowledged by a properly qualified official at the time of the first interview unless the applicant appears to be definitely ineligible under the law, is convinced that he does not qualify for aid and does not desire to continue with the application. Persons who are obviously ineligible but who are not convinced of their ineligibility have the right to make an application, which shall be investigated as other applications are investigated. If a guardian has been appointed see Sec. 201-10, Person Making Application.

A written record shall be kept of all requests for aid even though the application form is not signed. The following record should be maintained of all cases in which there is reason to believe the person is a potential applicant himself or the person making the inquiry is inquiring in behalf of a potential applicant:

- 1. Category of aid
- 2. Name of applicant
- 3. Address
- 4. Date
- 5. Number in family (Children's Aid only)
- 6. Nature of inquiry
- 7. Disposition
- 8. If no application is signed, the reason therefor

When a person withdraws his application, the information secured during the interview should be recorded in a manner which would be helpful in the event of a reapplication or a complaint. (SEE SEC. 202#10, COUNTY CARD FILES AND CONTROLS.) (WALC 1557, 1560, 2140, 3075, 3460)

230-88 (Continued)

230-88

plication and other documents which require the applicant's signature, all available proof relating to age, citizenship, blindness, or other points of eligibility, and a list of the names and addresses of responsible relatives. When the information secured from the applicant indicates that he has, or has had, real or personal property holdings in the county where he is living, the required property search and the necessary determination of the value of personal property holdings shall be made and forwarded to the responsible county.

The county of legal residence is responsible for assembling all information pertinent to eligibility prior to preparation of the Certificate of Verification of Eligibility (Forms Ag, Bl, 201), and for the payment of any fees required in connection with the determination of eligibility; for example, an eye examination fee for an ANB or APSB applicant.

Action of the board of supervisors shall be secured and the applicant and SDSW notified as provided in Secs. 250-00, Disposal of Applications, 250-05, Reporting Action on Application to SDSW, and 250-10, Reporting Action of the Board of Supervisors to Applicant. (WAIC 2040, 3075, 3460; AGO NS5624)

230-90 INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE
DUE TO EMPLOYMENT
OAS

230-90

When reapplication is made following discontinuance of more than 12 months because of employment (See Sec. 215-05, Application of Restoration after Discontinuance DUE TO EMPLOYMENT), the county shall have a period of thirty days after the date of reapplication within which to determine eligibility for aid. If all of the facts pertinent to eligibility determination have not been secured by the date of the first meeting of the board of supervisors subsequent to the end of the 30-day period from the date the application was signed in the same county which discontinued the aid, the grant shall be conditionally restored by action of the board of supervisors from the first of the month in which the 30-day period ended. The application is conditionally granted on the basis of the former recipient's presumptive eligibility (See Sec. 627-30 Federal Participation). On the Certificate of Eligibility (Form Ag 201) in the space immediately preceding the certification statement in Item 12, the appropriate one of the following statements shall be inserted:

"Eligibility established" (i.e. all of the facts have been determined and the investigation is completed by action of the Board of Supervisors).

or

"Conditional grant presumptive eligibility" (i.e. all items of eligibility not yet established).

Whenever aid is conditionally granted the investigation shall continue with diligence. A further action of the Board of Supervisors based on the results of the continued investigation shall be taken and report thereof shall be submitted to the SDSW on a Notice of Change as provided in Sec. 361-22, Investigation of Conditional Restoration. (See Sec. 611-50, BEGINNING DATE OF AID - NEW ... APPLICATIONS.)

(Section Continued on Next Page)

230-85 (Continued)

230-85

(SEE SEC. 610-75 PAYMENTS TO PATIENTS ON LEAVE FROM STATE HOSPITALS.)

When the applicant on leave is living in a county other than the county of residence, the county of physical presence shall give the county of residence necessary assistance in securing the information essential to the establishment of eligibility. (SEE SEC. 202-55, APPLICATION OF PATIENT ON LEAVE FROM STATE HOSPITAL.) This includes forwarding the completed application and other documents which require the applicant's signature, all available proof relating to age, citizenship, blindness, or other points of eligibility, and a list of the names and addresses of responsible relatives. When the information secured from the applicant indicates that he has, or has had, real or personal property holdings in the county where he is living, the required property search and the necessary determination of the value of personal property holdings shall be made and forwarded to the responsible county. The county of legal residence is responsible for assembling all information pertinent to eligibility prior to preparation of the Certificate of Verification of Eligibility (Forms Ag, Bl, 201), and for the payment of any fees required in connection with the determination of eligibility; for example, an eye examination fee for an ANB or APSB applicant.

When the applicant on leave is living in the county in which he has the required period of residence, the application shall be processed by that county in the same manner as an application from any other resident of the county. (WAIC 2140, 3075, 3460)

230-88 INVESTIGATION OF APPLICATIONS MADE WHILE ON PAROLE FROM PRISON 230-88 OAS, ANB, APSB

When a parolee from a State or Federal prison lives in the county in which he had legal residence immediately prior to commitment to the institution and applies for aid in that county, the application shall be taken and the usual investigation of eligibility completed. For a statement regarding residence of parolees from prison see Sec. 124-35, Residence While on Parole. (See Sec. 162-05, ELIGIBLETY OF PUBLIC INSTITUTION INMATES AND PARCLEES.)

When a parolee from a State or Federal prison lives in a county other than that in which he had legal residence immediately prior to commitment to the institution, the county in which he lives shall accept the application (Forms Ag, Bl, 200) on behalf of the responsible county. The county in which application is made shall interview the applicant in his home (or elsewhere as provided in Sec. 230-75, Home Visits During Investigation) and give all necessary assistance in the establishment of eligibility. This includes forwarding the completed ap-

231-00

If an applicant for ANB or APSB is 21 years of age or over, the applicant's sworn statement as it appears on the Application (Form B1 200) is considered sufficient evidence of age if corroborated by county worker's statement based upon observation of the applicant. (See Sec. 106-05, PROOF OF AGE REQUIRED IN ANB AND APSB.)

All proof of age obtained by the county or information regarding age taken from documents which are returned to the applicant shall be retained in the county record, and the record shall show that any conflicts which appear in the various pieces of evidence have been reconciled. Original documents such as birth or baptismal certificate or other documents of personal value to the individual should remain in his possession. (See Secs. 236-00, INSTRUCTIONS FOR SUMMARY OF INFORMATION FROM REVIEW OF DOCUMENTARY EVIDENCE, AND 231-10, INSTRUCTIONS FOR EVIDENCE OF AGE FORM.) (W&IC 2140, 3075, 3460)

231-05 VERIFICATION OF AGE AND BIRTH
ANC

231-05

The Age Chapter, 105-00, lists acceptable evidence of age and birth in ANC.

In order that aid may not be delayed for children who are obviously under 18 years of age, an affidavit may be secured from the mother, relatives or person in loco parentis as provided in Sec. 109-30, Affidavit of Individual as Age Evidence.

Birth certificate of verification from a state bureau of vital statistics or county recorders, or bapitsmal certificate are preferred types of birth evidence.

When birth is not verified by a preferred type of evidence, the case record shall show the efforts made by the county to secure such evidence. (W&IC 1522, 1560)

231-10 INSTRUCTIONS FOR EVIDENCE OF AGE FORM

231-10

Summary of Evidence of Age (Form Bl 203) shall be used when the county record does not contain the original age evidence which is required when the applicant states he is less than 21 years of age. (See Sec. 106-05, PROOF OF AGE REQUIRED IN AND APSB.) Original documents, such as birth or baptismal certificates or other documents of personal value to the individual should remain in his possession.

The nature and date of the original evidence and the place where it may be reviewed shall be recorded on Form Bl 203. Under "Evidence is in possession of" give permanent location of the evidence, including address of the person who has it. The county worker who reviewed the evidence shall sign and date the form. (W&IC 3040, 3041, 3075, 3430, 3431, 3460)

231-50 CITIZENSHIP VERIFICATION

231-50

OAS

The county shall ascertain the citizenship status of the applicant for OAS in accordance with the provisions of the Citizenship Chapter, 112-00. It is

230-90

When a former recipient, whose aid was discontinued because of income from employment, requests restoration of OAS in another county or residence than that in which aid was discontinued, a new application (Form Ag 200) shall be signed (W&IC Sec. 2183.9 is not applicable), and the county shall have the sixty-day period of investigation in which to determine eligibility as in other new applications.

Income received by the applicant subsequent to the date of the request for restoration of aid shall be considered in determining the amount of aid payable. (W&IC 2020, 2140, 2183.9)

230-95 INVESTIGATION OF REQUEST FOR RESTORATION AFTER DISCONTINUANCE 230-95 ANB, APSB

When aid has been discontinued for any reason and request is made for restoration before the expiration of 1 year, aid shall be restored not later than the 1st day of month immediately following the date of such request, if eligible, and no new application shall be required. When the investigation is not completed by the 1st day of the month following request therefor, the investigation shall continue until completed. After eligibility is established, aid shall begin as of the first day of the month immediately following the date of request if eligibility existed on that date.

When a former recipient, whose aid was discontinued for any reason, requests restoration of aid in another county of residence than that in which aid was discontinued, a new application (Form Bl 200) shall be signed and the county shall have the ninety day period of investigation in which to determine eligibility as in other new applications.

Income received by the applicant subsequent to the date of the request for restoration of aid shall be considered in determining the amount of aid payable in accord with the respective category of aid. (WIC 3084, 3075, 3078.3, 3460, 3472, 3475)

SEE SECS. 611-50, BEGINNING DATE OF AID, NEW APPLICATIONS; 215-00, RESTORATION OF AID; 362-30, REPORTING REASON FOR CHANGE ON NOTICE OF CHANGE; 250-05, REPORTING ACTION ON APPLICATION TO SDSW; 611-70, RETROACTIVE INITIAL PAYMENTS.

231-00 AGE VERIFICATION OAS, ANB, APSB

231-00

The county shall secure verification that the applicant for OAS has, or has not, reached the age of 65. It is the responsibility of the applicant in so for as he is able, to give information to assist the county in securing verification of age in accord with the provisions of the Age Chapter, 105-00.

232-10 AFFIDAVIT REGARDING RESIDENCE OF APPLICANT OAS, ANB, APSB, ANC

232-10

The Affidavit Regarding Residence of Applicant (Forms Ag, Bl, CA 221) is completed by a person who has knowledge of an applicant's residence. In ANB or APSB one such form properly completed, is required. Other acceptable evidence may be used, if such an affidavit is not available. This form may be used when necessary in ANC. (See Secs. 129-00, Determination of State and County Residence, and 129-05, Proof of State Residence.) The signature on the form shall be acknowledged by a person qualified to acknowledge an affidavit. (See Glossary - Oaths and Affirmations) (M&IC \$560, 2840, 3075, 3083, 3460, 3471)

232-20 NON-COUNTY RESIDENCE PROCEDURE
AND

232-20

Except as the investigation of eligibility relates to residence, applications involving non-county aid are handled in exactly the same manner as those in which the county participates in the payment of aid.

In the investigation of eligibility for non-county aid in ANC, the following shall be obtained in every case:

- 1. Evidence of State Residence (SEE SECS. 121-20, STATE RESIDENCE, AND 129-05, PROOF OF STATE RESIDENCE).
- 2. Statement of Non-County Residence (Form CA 234) to show child's county residence during the one year immediately preceding the date residence was established in the county of application, and how such residence was determined.

In addition evidence shall be obtained under the governing subdivision of W&IC Sec. 1526 as follows. (See Sec. 122-10, DETERMINATION OF COUNTY RESIDENCE.)

- 1. W&IC Sec. 1526 (a) or (b) -- Parent
 - a. Affidavit of County Residence (Form CA 204 Section A) giving date of parent's arrival in county, date on which residence was established by union of act and intent, and a report of residence during the year immediately preceding the date residence was established in the county of application.
 - b. Evidence supporting parent's statement on Form CA 204 such as employment record, rent or utility receipts, etc., or an affidavit of a person other than parent or applicant with personal knowledge of the parent's residence for the period in question.

231-50

the responsibility of the applicant in so far as he is able, to give information to assist the county in securing such verification.

Information regarding citizenship shall be retained in the county case record. The record shall show that any conflicts which appear in the various pieces of evidence have been reconciled. Original documents such as naturalization certificates or other documents of personal value to the individual should remain in his possession. (See Sec. 236-00, Summary of Review of Documentary Evidence.) (W&IC 2146, 2160)

232-00 NON-COUNTY RESIDENCE PROCEDURE OAS, ANB, APSB

232-00

Except as investigation of eligibility relates to residence, applications involving non-county aid are handled in exactly the same manner as those in which the county participates in the payment of aid. (See Secs. 122-15, Non-County Residence, and 122-65, Removal of Transferred Recipient to Third County, and 122-70, Removal of Non-County aid Recipients.)

The county shall determine when aid is to be paid on a non-county basis by obtaining the following:

- 1. Evidence of applicant's State residence; in ANB and APSB one completed Affidavit of Residence (Form Bl 221) if available, otherwise other suitable evidence. (See Sec. 129-00 Determination of State and County Residence.)
- 2. Applicant's Affidavit of Intent As to Residence (Forms Ag, Bl 204).
- 3. Verification of date applicant established residence in present county.
- 4. Verification of date residence in county of application was lost if applicant formerly had residence in present county.

Original or certified copies of the foregoing shall be submitted to the SDSW with the application (Forms Ag, Bl 200) when aid is to be paid on a non-county basis, and exact copies shall be retained in the county case record.

(W&IC 2140, 2160, 3025, 3042, 3083, 3420, 3432, 3460, 3471)

232-05 APPLICANT'S AFFIDAVIT OF INTENT AS TO RESIDENCE IN NON-COUNTY 232-05 CASES

OAS, ANB, APSB

The Applicant's Affidavit of Intent as to Residence (Forms Ag, Bl 204) shall be completed for every application recommended for non-county aid. Ordinarily the form is completed at the time the application is signed.

The applicant certifies to the date on which he came to the county of application and the date on which by intent he established a residence therein. The applicant also reports as accurately as possible his whereabouts for the past three years immediately preceding the date of application and reason for each removal. If this report shows that the applicant formerly lived in the county in which the application is made, determination shall be made as to whether this residence has been lost. There may be instances when the history of the applicant's residence over a longer period must be secured but, generally, a record of his whereabouts for the past three years is sufficient. (W&IC 2140, 3075, 3460)

232-25 AFFIDAVIT OF COUNTY RESIDENCE

232-25

Section A of Affidavit of County Residence (Form CA 204) establishes intent of the person determining child's residence and also reports his residence during the year immediately preceding the date residence was established in the county of application. If there have been changes in county of residence within the year covered by this report, it is essential that the person's intent as to residence at the time each change was made be shown under the appropriate heading. If the person determining residence for the child formerly resided in the present county of application, Form CA 204 shall clearly establish that such former residence was lost in order to prove eligibility to non-county aid.

Section B of Form CA 204 is used when the child's residence is determined by physical presence, except when such physical presence is verified through continuous public records. (WALC 1560)

232-20

- 2. W&IC Sec. 1526 (c)-Guardian
 - a. Affidavit of County Residence (Form CA 204, Section A), giving date of guardian's arrival in county, date on which residence was established by union of act and intent, and a report of residence during the year immediately preceding the date residence was established in the county of application.
 - b. Evidence supporting guardian's statement on Form CA 204 such as employment record, rent or utility receipts, etc., or an affidavit of a person other than guardian or applicant with personal knowledge of the guardian's residence for the period in question.
 - c. Certified copy of guardianship award, or review of such award recorded on the Summary of Information from Documentary Evidence (Form CA 203).
- 3. W&IC Sec. 1526 (c)--Court Ward (Residence Not Governed by Parent or Guardian)

Written statement of the representative of the juvenile court or probation officer verifying date child was adjudged a ward of the juvenile court and the section of the juvenile court law under which such action was taken; or Form CA 203 of the county worker covering the same information.

- 4. W&IC Sec. 1526 (e) -- Child Placed in Institution or Boarding Home by Public Agency
 - a. Statement of Non-County Residence (Form CA 234, Section 2) establishing the county in which the child has residence at time of placement.
 - b. Statement of the county worker in Section 4 of Form CA 234, giving date of placement of child, whether child placed in boarding home or institution, and name of agency making placement. (For definition of boarding home see Sec. 122-10.)
- 5. W&IC Sec. 1526 (f)--Physical Presence

Affidavit of County Residence (Form CA 204, Section B) establishing the exact date of child's last arrival in county of application and child's continuous physical presence since last arrival or Form CA 203 summarizing public records such as those of institutions, hospitals, welfare departments, etc., verifying date of last arrival and continuous physical presence since last arrival.

Original or certified copies of documentary evidence required above shall be submitted to the SDSW with Application (Form CA 200) and Certificate of Eligibility (Form CA 201) when aid is to be paid on a non-county basis and exact copies shall be retained in the county case record. (Wall 1560)

237-10

237=10 (Continued)

CONDITIONS OF ELIGIBILITY

3- RESIDENCE-- (W&IC 2160 (C&D)) (A) INSERT OPPOSITE"STATE" THE VERIFIED NUMBER OF YEARS OF RESIDENCE IN THE STATE. (SEE CHAPTER 120-00, RESIDENCE, FOR ACCEPTABLE EVIDENCE.)

(B) INSERT OPPOSITE "COUNTY" THE VERIFIED NUMBER OF YEARS IN THE COUNTY.

WHEN THE APPLICANT HAS COUNTY RESIDENCE OF LESS THAN ONE YEAR, ENTER THE DATE COUNTY RESIDENCE WAS ESTABLISHED RATHER THAN THE PERIOD OF VERIFIED COUNTY RESIDENCE.

- 4. PUBLIC INSTITUTIONS (W&IC 2160(E))(A) ENTER IYES" OR "NO" AS VERIFIED. (SEE CHAPTER 160-00, INSTITUTIONAL INMATES, AND ALSO SEC. 230-85, INVESTIGATION OF APPLICATIONS MADE WHILE IN OR ON LEAVE FROM A STATE HOSPITAL, AND SEC. 610-70, CERTIFICATION OF PAYMENT AFTER RELEASE OF INMATE FROM COUNTY INSTITUTION.)
 - (8) IF "YES" IS ENTERED FOR 4 (A), RECORD THE APPROXIMATE DATE OF RELEASE. IF "NO" IS ENTERED FOR 4(A), LEAVE BLANK.
- PRIVATE INSTITUTIONS (W&IC 2160.5) WHEN THE APPLICANT IS AN IMMATE OF A PRIVATE NONPROFIT BENEVOLENT OR FRATERNAL INSTITUTION, AMEND ITEM 4(A) BY BLOCKING OUT THE WORD "PUBLIC" AND SUBSTITUTING "PRIVATE." ENTER "YES?" THIS ITEM DOES NOT APPLY TO PRIVATE INSTITUTIONS OPERATED FOR PROFIT.

(SEE CHAPTER 160-00, INSTITUTIONAL INMATES)

5 SUPPORT FROM RELATIVES -- (W&IC 2160 (F))
INSERT "NO" IF RELATIVES ARE NOT MEETING THE
APPLICANT"S NEED; OTHERWISE, INSERT "YES."

IF "YES" IS ENTERED, INELIGIBILITY IS INDI-CATED. (SEE CHAPTER 170-00, RELATIVES.)

HOW VERIFIED

WHEN RESIDENCE IS VERIFIED BY MEANS OF A PERSONAL AFFIDAVIT (FORM AG 221), RECORD: (1) NATURE OF EVIDENCE, (2) NAME OF AFFIANT, AND (3) LOCATION OF EVIDENCE.

EXAMPLE: AFFIDAVIT OF JOHN DOE IN FILE.
WHEN RESIDENCE IS ESTABLISHED BY OTHER THAN A
PERSONAL AFFIDAVIT, RECORD: (1) NATURE OF EVIE

DENCE, (2) THE LOCATION OF EVIDENCE.

EXAMPLE: RECEIPTS FOR RENT 1010 E 50TH ST.,

LA, CALIF., IN APPL'S. POSS.

IF THE APPLICANT HAS REQUIRED STATE RESIDENCE BUT THE APPLICATION IS TO BE SUBMITTED ON A NON-COUNTY BASIS, SEE 3(B) BELOW.

SEE INSTRUCTIONS FOR 3(A) ABOVE.

WHEN THE APPLICANT HAS COUNTY RESIDENCE OF LESS THAN ONE YEAR, EVIDENCE OF STATE AND COUNTY SHALL BE SUBMITTED TO SOSW WITH AG 200 AND 201. (SEE SEC. 232-00). Copies of all affidavits should be retained in county file. If evidence other than an affidavit is used, the original may be retained in county file and details reported form AG 203. RECORD: "RESIDENCE EVIDENCE ATTACHED", FOR BOTH 3A AND 3B.

IF IN A PUBLIC INSTITUTION, RECORD: (1) THE NAME OF THE INSTITUTION, (2) THE NATURE OF THE EVIDENCE ESTABLISHING THE APPLICANT PRESENCE IN THE INSTITUTION, (3) THE DATE, AND (4) LOCATION THEREOF.

EXAMPLE: SEEN AT (NAME OF INSTITUTION) BY
WORKER ON (DATE); REPORT IN CASE RECORD.

IF LIVING AT HOME, RECORD THE VERIFICATION THAT
THE APPLICANT IS NOT LIVING IN A PUBLIC INSTITU-

EXAMPLE: SEEN AT HOME BY WORKER ON (DATE); REPORT IN CASE RECORD.

IF "YES" IS ENTERED FOR 4(A), RECORD THE SOURCE THROUGH WHICH THE PROBABLE DATE OF RELEASE WAS SECURED.

EXAMPLE: STATEMENT HOSPITAL SUP. (STATE DATE RECORDED IN RECORD.)

IF LIVING IN A PRIVATE NON-PROFIT INSTITUTION, ENTER: (1) THE NAME OF THE INSTITUTION, (2) NATURE OF EVIDENCE, (3) DATE OF EVIDENCE, AND (4) THE LOCATION THEREOF.

EXAMPLE: OUR LADY'S HOME, INST. RECORDS AND INTERVIEW APPL. AND SUPT. ON (GIVE DATE) INDICATE NO CONTRACT; COPY DEMAND FOR B/R AT \$30 Mg., COUNTY FILE. HOME LICENSED.

IF APPLICANT IS SINGLE OR THERE ARE NO RESPONSIBLE RELATIVES, INDICATE NONE.

EXAMPLE: SINGLE--FORM AG 200 ON FILE.

IF THE SPOUSE IS RECEIVING OR IS AN APPLICANT FOR AID, A REFERENCE TO THIS FACT IS RECORDED.

EXAMPLE: SPOUSE, APPLICANT FOR DAS-FORM AG 200 ON FILE. FORMS AG 225 ON FILE, 2 SONS; STATEMENT REQUESTED FROM DAUGHTER.

IF A RELATIVE HAS FAILED TO RETURN AG 225, REFER TO THE APPLICANT'S AFFIDAVIT THAT HE IS NOT RECEIVING SUPPORT FROM SUCH RELATIVE. (SEE SEC. 172-00.

(SECTION CONTINUED ON NEXT PAGE)

237-10

GENERAL INSTRUCTIONS: Verified data should appear in the left-hand column under Conditions of Eligibility rather than information as given by the applicant or others which is not substantiated by proofs on file.

The data recorded in the right-hand column under How Verified must conform with the verified data shown in the left-hand column. Brief concise statements are desired. Complete sentences are not necessary provided the verified data are clearly set forth. When the original evidence is not on file in the county record and a summary of the proof obtained is recorded on the Summary of Information from Review of Documentary Evidence (Form Ag 203), references on the Form Ag 201 shall be to the original evidence and not to the Form Ag 203. If the application is submitted on a non-county basis the form Ag 201 shall carry the notation in the upper right-hand corner "non-county."

If the aid is granted conditionally because the fact of eligibility has not yet been established but more than 12 months have expired since aid was discontinued due to employment, record "conditional grant - presumptive eligibility" immediately preceding the certification statement in Item 12. (See Sec. 230-90, INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT, AND 361-22, INVESTIGATION OF CONDITIONAL RESTORATION.)

CONDITIONS OF ELIGIBILITY

- WE BIRTH DATE -- (W&IC 2160 (A)) INSERT THE VERIFIED INFORMATION AND NOT THAT GIVEN BY APPLICANT. (SEE CHAPTER 105-00, Age, FOR ACCEPTABLE EVIDENCE.)
- 2. CITIZENSHIP--(WGIC 2160 (B)) "NATURALIZATION." CHECK IF CITIZENSHIP WAS ACQUIRED BY THE APPLICANT'S OWN NATURALIZATION. (SEE CHAPTER 112-00, CITIZENSHIP, FOR ACCEPTABLE EVIDENCE.)
 - "PARENT" S NATURAL 1 ZATION. " CHECK IF CITIZENSHIP ACQUIRED THROUGH PARENT" S NATURAL-

"MARRIAGE OF FOREIGN BORN WOMAN TO CITI-ZEN." CHECK IF A FOREIGN BORN WOMAN AC-QUIRED CITIZENSHIP THROUGH MARRIAGE.

OTHER
A. CHECK IF CITIZENSHIP IF PROVED BY MATIVE

HOW VERIFIED

RECORD: (1) NATURE OF EVIDENCE; (2) DATE OF DOCUMENT; (3) AGE OF APPLICANT AS STATED THEREON; AND (4) WHERE DOCUMENT MAY BE REVIEWED.

EXAMPLE: INS. POL., 12/15/17, AGE 45; APPL'S POSS.

RECORD: (1) NATURE OF EVIDENCE; (2) DATE OF
DOCUMENT; (3) PLACE NATURALIZATION CERTIFICATE of
WAS GRANTED; (4) WHERE RECORD MAY BE REVIEWED.
EXAMPLE: NAT, CERT., 0/2/99 ALAMEDA Co.,
CALIF.; POSS. OF APPLICANT.

RECORD: (1) NATURE OF EVIDENCES (2) DATE CITIEZENSHIP OF PARENT ACQUIRED; (3) PLACE OF PARENT'S NATURALIZATION; (4) WHERE EVIDENCE MAY BE REVIEWED.

EXAMPLE: FATHER'S NAT. CERT. 2/1/70, CHICAGO, ILL., LETTER CLERK OF COURT ON FILE.

RECORD: (1) NATURE OF EVIDENCE OF MARRIAGE; (2)
DATE OF MARRIAGE; (3) NATURE AND DATE OF EVIDENCE
VERIFYING CITIZENSHIP OR NATIVE BIRTH OF HUSBAND;
(4) PLACE WHERE EVIDENCE MAY BE REVIEWED.

EXAMPLE: MAR. CERT., 2/6/9. JANE SMITH &
JOHN JONES; NAT. CERT., JCHN JONES ISSUED IN
LA, CALIF., 2/10/98; BOTH IN POSS. OF APPLE
OR: MAR. CERT. SHOWS JANE OLSON NATIVE SWEDEN, AND JAMES BROWN NATIVE N. Y., MAR. 3/4/10;

(A) REFER TO APPLICANT'S STATEMENT OF NATIVE BIRTH ON THE APPLICATION. Example: APPL.'S SWORN STATEMENT ON APPLICA-

POSS. OF APPLO

CONDITIONS OF ELIGIBILITY

- THE SOURCES AND AMOUNTS OF NET INCOME SHALL
 BE LISTED, AND THE TOTAL SHOWN. (NOTS
 DEDUCTIBLE AGRICULTRUAL INCOME AND THAT INCOME WHICH IS DETERMINED TO BE CASUAL IS
 NOT SHOWN. (SEE SECS. 150-60 AND 151-95)
- THE ANSWER IS "YES" IF AID IS GRANTED.
- 12 NEED IN EXCESS OF \$60 (W&IC 2020)
 IF APPLICANT'S NEED IS IN EXCESS OF \$60 A
 MONTH, RECORD AMOUNT OF TOTAL NEED IN THE
 "YES" SPACE.

237-10

HOW VERIFIED

RECORD: (1) THE NATURE OF THE VERIFICATIONS, (2) THE DATE THEREOF, AND (3) LOCATION OF EVEDENCE.

EXAMPLE: WAGE REPORT (GIVE DATE) IN CO. FILE; SON JOHN'S AG 225 (GIVE DATE) IN CO.

VERIFICATION OF NEED IS SHOWN IN THE COUNTY REC. ORD AND REPORTED HERE BY REFERENCE TO THE REPORT OF INVESTIGATION. (FORM AG 202) OR COUNTY INVESTIGATION ON FILE.

EXAMPLE: COMPLETED FORM AG 202 ON FILE.

IF TOTAL NEED IS ESTABLISHED BY ADDING THE COST OF SPECIAL NEEDS TO THE STATUTORY MAXIMUM, RECORD (1) THE PARTICULAR NEED WHICH BRINGS TOTAL NEED IN EXCESS OF \$60, (2) THE VERIFICATION WHICH ESTABLISHED THE SPECIAL NEED, (3) THE AMOUNT, (4) LOCATION OF EVIDENCE.

EXAMPLE: MEDICINE \$5. NEED VERIFIED BY M.D., COST VERIFIED BY DRUGGIST. VERIFIED CATION IN COUNTY FILE.

IF NEED IN EXCESS OF \$60 A MONTH IS ESTABLISHED BY THE BUDGETARY METHOD, RECORD "AG 241 ON FILE". (THE VERIFICATION OF THOSE ITEMS OF NEED FOR WHICH VERIFICATION IS REQUIRED SHALL BE INCLUDED IN THE CASE RECORD.)

- 13. RECOMMENDATION OF COUNTY INVESTIGATOR (W&IC 2181) -- The amount of aid recommended shall be in accordance with the OAS law and shall be based on net income, computed according to rulings set forth by the SDSW.
- 14. SIGNATURE OF COUNTY INVESTIGATOR -- The certificate should be signed and dated by the county public assistance worker who makes the recommendation that aid be granted. The signature may be either the original or a facsimile.
- 15. SIGNATURE OF CASE SUPERVISOR OR DIRECTOR—The certificate should be signed and dated by the public assistance supervisor or county welfare director. The signature may be either the original or a facsimile.
- 16. ACTION BY THE BOARD OF SUPERVISORS -- Name of the county, date of the action, amount of aid granted, and the beginning date of aid shall be shown.
- 17. SIGNATURE OF COUNTY CLERK OR DEPUTY--The certificate shall be signed by the county clerk or deputy, or chairman of the board of supervisors. The signature may be either the original signature or a facsimile. (Wall 2140)

237-10

CONDITIONS OF ELIGIBILITY

6. ASSIGNMENT OF PROPERTY—(W&IC 2160 (g))
IF NO TRANSFER OF EITHER REAL OR PERSONAL
PROPERTY WAS MADE FOR THE PURPOSE OF QUALIFYING FOR AID, ENTER "NO". IF THE FACTS DETERMINE THAT A TRANSFER WAS MADE TO QUALIFY
FOR AID, INELIGIBILITY IS INDICATED. (SEE
CHAPTER 130-00, REAL PROPERTY, AND CHAPTER
140-00, PERSONAL PROPERTY)

PERSONAL PROPERTY-WAIC 2163) DEDUCT FROM THE TOTAL MARKET VALUE OF PER-SONAL PROPERTY ALL ENCUMBRANCES OF RECORD AGAINST THE VARIOUS ITEMS OF PERSONAL PROP-ERTY AND ENTER THE NET TOTAL MARKET VALUE OF PERSONAL PROPERTY IN THE FIRST SPACE, AND THE AMOUNT OF CASH WHICH IS INCLUDED IN THAT TOTAL IN THE SECOND SPACE. IF INVESTIGATION INDICATES THERE IS NO PERSONAL PROPERTY, STATE "NONE" . THIS ITEM REFERS TO THE AP-PLICANT ONLY AND INCLUDES THE APPLICANTS SHARE OF COMMUNITY PERSONAL PROPERTY, AND THE AMOUNT OF ANY SEPARATE PERSONAL PROPERTY WHICH HE MAY POSSESS. THE SPOUSE SHARE OF COMMUNITY PERSONAL PROPERTY AND ANY SEPARATE PERSONAL PROPERTY OWNED BY HIM IS NOT IN-CLUDED AS IT IS NOT A CONSIDERATION IN DE-TERMINING THE APPLICANT SELIGIBLITY FROM POINT OF VIEW OF PERSONAL PROPERTY. (SEE CHAPTER 140-00, PERSONAL PROPERTY.)

8. REAL PROPERTY OF APPLICANT -- (W&IC 2164)
THOS ITEM REFERS TO REAL PROPERTY OWNED BY
A SINGLE OR MIDOWED APPLICANT OR ONE WHO HAS
A FINAL DECREE OF DIVORCE. DEDUCT FROM THE
TOTAL COUNTY ASSESSED VALUE OF REAL PROPERTY THE TOTAL OF ALL ENCUMBRANCES OF RECORD
AND ENTER THE TOTAL NET ASSESSED VALUE AS
VERIFIED. IF THE APPLICANT IS MARRIED, SO
STATE AND ENTER "DOES NOT APPLY". (SEE
CHAPTER 130-00, REAL PROPERTY.)

9. REAL PROPERTY OF APPLICANT AND SPOUSE -- (W&IC 2165)

This item refers to property owned by either and/or both of a couple. (For exception see Sec. 131.18). Deduct from the total county assessed value of all such real property the total of all encumbrances of record and enter the total net assessed value as verified. If the applicant is single, widowed or divorce, so state and enter "Does not apply." (See Chapter 130-00 Real Property.)

HOW VERIFIED

RECORD: (1) PERIOD COVERED BY THE PROPERTY SEARCH; AND (2) WHERE THE EVIDENCE MAY BE RE-

EXAMPLE: ASSESSOR® RECORDS SEARCHED FOR (SPECIFFE THE PERIOD) REPORT IN FILE. (IF THE INVESTIGATION SHOWS THAT A TRANSFER OF PROPERTY OF A VALUE GREATER THAN THE MAXIMUM SET BY LAW, OR OTPROPERTY WHICH REDUCES THE VALUE OF REMAINING PROPERTY WITHIN THE MAXIMUM, WAS MADE BUT IT WAS ONE WHICH WAS NOT IN VOCATION OF WAIG 2160 (G), THE FACTS WHICH RESULTED IN THIS CONCLUSION SHALL BE INCLUDED IN THE CASE RECORD.)

RECORD: (1) THE METHOD OF VERIFICATION, (2) DATE OF VERIFICATION, (3) LOCATION OF EVIDENCE.

EXAMPLE: LETTERS (GIVE DATES) FROM DUN & BRADSTREET, AND FROM BANK OF AM. (GIVE DATES) ON FILE.

IF THE APPLICANT DECLARES HE HAS NO PERSONAL PROPERTY, THE INVESTIGATION DISCLOSES NOME, AND THE APPLICANT S SIGNED CONSENT AUTHORIZING INVESTIGATION (FORM AG 228) IS ON FILE, RECORD; DECLARED NOME: SIGNED FORM AG 228 ON FILE.

REFER TO THE PROPERTY SEARCH, AND STATE THE LOCA-TION OF THE EVIDENCE REFERENCE TO CORRESPONDENCE IS ADDED WHEN OWNERSHIP OF PROPERTY OUTSIDE THE COUNTY HAS BEEN YEROFOED.

EXAMPLE: SEARCH OF CURRENT ASSESSOR S REC-ORD; REPORT ON FILE. LETTER ALAMEDA CO. ASSESSOR IN FILE.

REFER TO PROPERTY SEARCH, AND STATE THE LOCATION OF THE EVIDENCE. REFERENCE TO CORRESPONDENCE IS ADDED WHEN OWNERSHIP OF PROPERTY OUTSIDE THE COUNTY HAS BEEN WERREFORD.

EXAMPLE: SEARCH OF CURRENT ASSESSOR SEC-ORDS; REPORT ON FILE. LETTER FROM ALAMEDA COUNTY ASSESSOR IN FILE.

237-50 (Continued) 237-50

Eligibility Requirements

AGE (ANB, APSB)

- RECORD "YES" OR "NO" (SEE SEC. 106-05, PROOF OF AGE REQUIRED IN AND AND APSB.)
- B. RECORD BIRTH DATE AS IT APPEARS ON APPLICATION IF APPLICANT IS OVER 21 YEARS OF AGE OF VERI-FIED BIRTH DATE IF UNDER 21 YEARS OF AGE.

RESIDENCE (ANB, APSB)

- AND B. RECORD ONLY THE VERIFIED NUMBER OF YEARS AND BO RECORD ONLY THE VERIFIED NUMBER OF YEARS RESIDENCE IN STATE AND COUNTY (SEE SEC. 121-10, BLIND WHILE NOT A RESIDENT OF CALIFORNIA; SEC. 121-15, BLIND WHILE A CALIFORNIA RESIDENT; SEC. 122-00, COUNTY RESIDENCE-GENERAL; SEC. 122-05, COUNTY RESIDENCE; AND SEC. 129-00, DETERMINATION OF STATE AND COUNTY RESIDENCE; AND SEC. 232-10, AFFIDAVIT REGARDING RESIDENCE OF APPLICANT.) OF APPLICANTO)
- C. RECORD. VERIFIED DATE RESIDENCE ESTABLISHED IN COUNTY OF APPLICATION . (SEE SEC. 122-15, NON-COUNTY RESIDENCE; SEC. 232-00, NON-COUNTY RESI-DENCE PROCEDURE; AND SEC. 232-05, APPLICANT'S AFFIDAVIT OF INTENT AS TO RESIDENCE IN NON-COUNTY CASES.)

- PUBLIC INSTITUTION (ANB. APSB)

 A. RECORD "YES" OR "NO", AS VERIFIED. (SEE SEC. 162-05, ELIGIBILITY OF PUBLIC INSTITUTION IN-MATES AND PAROLEES
- B. IF ANSWER IS "YES" GIVE NAME OF INSTITUTION .

PRIVATE INSTITUTION (ANB)

THIS ITEM REFERS ONLY TO FRATERNAL, BENEVOLENT, OR OTHER NON-PROFIT INSTITUTIONS.

- INDICATE "YES" OR "NO", AS VERIFIED. (SEE SEC. 163-00, ELIGIBILITY OF INMATES OF NON-PROFIT, FRATERNAL, AND BENEVOLENT INSTITUTIONS.
 IF ANSWER "YES", GIVE NAME OF INSTITUTION.
- C. RECORD "YES" OR "NO", AS VERIFIED. (SEE SECS. 163-55, DETERMINATION OF PER CAPITA COST IN NON-PROFIT, FRATERNAL, AND BENEVOLENT INSTITUTIONS; 163-60, LIFE-CARE CONTRACTS IN NON-PROFIT, FRATERNAL, AND BENEVOLENT INSTITUTIONS; 163-85 REQUEST FOR PAYMENT FOR SUPPORT IN NON-PROFIT FRATERNAL OF BENEVOLENT INSTITUTION.

Proof of Eligibility

- A. AND B. RECORD NATURE, DATE, AND LOCATION OF EVI-DENCE WHEN VERIFICATION IS REQUIRED. EXAMPLE: "BIRTH CERT" (SPECIFY DATE) IN APPL'S POSSESSION." IF VERIFICATION IS NOT REQUIRED, RECORD: "SWORN
 - STATEMENT ON APPL. SEEN BY VISITOR, AND IT IS OBVIOUS HE IS MORE THAN 16 YEARS OF AGE."
- A. AND B. RECORD METHOD OF VERIFICATION OF RESI-DENCE. IF AN AFFIDAVIT WAS SECURED, RECORD THE NAME OF THE AFFIANT, DATE OF THE AFFIDAVIT, AND THAT IS HAS BEEN INCORPORATED INTO THE COUNTY FILE. EXAMPLE: "AFF. JOHN DOE (SPECIFY DATE) ON FORM BL 221 IN COUNTY FILE."
- RECORD NATURE, DATE, AND LOCATION OF EVIDENCE. EXAMPLE: "AFF. JOHN DOE (SPECIFY DATE) VERI-FYING RES. IN STATE II YRS. AND IN COUNTY SINCE (SPECIFY DATE) ON FORM BL 221 SUBMIT-TED HEREWITH COPIES IN COUNTY FILE. APPLIS AFF. (SPECIFY DATE) ON FORM BL 204 SUBMITTED HEREWITH, COPY IN COUNTY FILE."
- A. AND B. IF APPLICANT NOT IN PUBLIC INSTITUTION, GIVE DATE AND PLACE OF LAST INTERVIEWS EXAMPLE: "APPL" SEEN AT HOME (OR IN OFFICE) BY WORKER (SPECIFY DATE); REPORT IN COUNTY FILE."
 - IF IN PUBLIC INSTITUTION, GIVE DATE OF WORKER'S VISIT AND PROBABLE DATE OF DISCHARGE.

 EXAMPLE: "SEEN IN INSTITUTION BY WORKER (SPECIFY DATE), TO BE RELEASED UPON RECEIPT OF AID; REPORT IN COUNTY FILE."
- A. AND B. IF APPLICANT IS NOT IN PRIVATE INSTITU-TION, RECORD DATE AND PLACE OF LAST INTERVIEWS EXAMPLE: "APPLS SEEN AT HOME (OR IN OFFICE) BY WORKER (SPECIFY DATE); REPORT IN COUNTY FILE."

IF IN PRIVATE INSTITUTION, RECORD DATE VISITED IN INSTITUTION. EXAMPLE: "SEEN AT INSTITUTION BY WORKER (SPE-IFY DATE); REPORT IN COUNTY FILE."

C. RECORD NATURE, DATE AND LOCATION OF EVIDENCE SHOWING PAYMENT OF ASSESSMENTS OR DUES, ENFOR-CEABILITY OF CONTRACT, AND DEMAND OF INSTITUTION FOR PAYMENT FOR ROOM AND BOARD. EXAMPLE: "BY-LAWS SHOW NO DUES OR ASSESSO COPY DEMAND FOR PAYMENT FOR BD. AND ROOM

237-50 INSTRUCTIONS FOR COMPLETION OF CERTIFICATE OF VERIFICATION OF ELIGIBILITY ANB, APSB

237-50

Instructions for completion of the Certificate of Verification of Eligibility (Form Bl 201) follow:

NAME--The full name of the applicant shall be recorded. It should be identical with the full name of the applicant as shown on the Application (Form Bl 200).

COUNTY NUMBER--The county number should be shown on all Forms Bl 201 when they are sent to SDSW.

FORMER STATE NUMBER -- If the case is a transfer or a reapplication, enter the state number which was formerly assigned by the SDSW.

STATE NUMBER -- The county is notified of the state number as soon as Form Bl 201 is received. Notification is made on List of State Numbers Assigned to Blind Aid Cases by SDSW (Form Bl 247). That number should be inserted on the county's copy of Form Bl 201.

NON-COUNTY CASE--Check in the square provided if the application is submitted on a non-county basis.

ELIGIBILITY REQUIREMENTS --

Only verified data should appear in the left-hand column under this heading. Information given by the applicant or others which is not substantiated by proof on file should not be recorded here.

PROOF OF ELIGIBILITY --

The data recorded in the right-hand column under this heading must conform with the verified data shown in the column under Eligibility Requirements. Under each item record nature of evidence, date and place where it may be reviewed. Brief, concise statements are desired. Complete sentences are not required provided the verified data are clearly set forth.

Eligibility Requirements

Proof of Eligibility

- BLINDNESS (ANB, APSB)

 A. RECORD "YES" OR "NO". (SEE SECS. 180-15, DETERMINATION OF DEGREE OF BLINDNESS; 180-20, REVIEW OF EYE EXAMINATION REPORTS; AND SEC. 235-00, PHYSICIANS REPORTS OF EYE EXAMINATION.)
- B. RECORD "YES" OR "NO". (SEE SEC. 180-30, PROOF THAT BLINDNESS OCCURRED WHILE APPLICANT WAS CALIFORNIA RESIDENT.)

VERIFICATION OF THIS ITEM REQUIRED ONLY IF EVI-DENCE OF RESIDENCE IN STATE FOR FIVE YEARS WITHIN LAST NINE AND ONE YEAR IMMEDIATELY PRE-CEDING DATE OF APPLICATION IN ANB OR 10 YEARS IMMEDIATELY PRECEDING DATE OF APPLICATION IN APSB IS NOT OBTAINED.

- A. RECORD NAME OF PHYSICIAN MAKING EYE EXAMINATION,
 DATE OF EXAMINATION, AND INDICATE COPY OF REPORT
 RETAINED IN COUNTY FILE.
 EXAMPLE: "REPORT DR. JAMES ROE (DATE OF REPORT)
 ON FORM BL 227 SUBMITTED TO SDSW; COPY IN
 COUNTY FILE."
- B. RECORD NATURE, DATE, AND LOCATION OF EVIDENCE.
 EXAMPLE (IF ANSWER IS "YES"):
 "NAT. CASH REGISTER EMPLOYMENT RECORD AS
 ACCOUNTANT 1939 TO 1947. LETTER (DATE OF
 LETTER) IN COUNTY FILE."

EXAMPLE (IF ANSWER IS "No"):
"SEE VERIFICATION OF RESIDENCE UNDER ITEM 5."

?37-50 (Continued)

237-50

Eligibility Requirements

D. PHEOME (ANB)

ITEMIZE NET INCOME TO APPLICANT; SHOWING SOURCE AND AMOUNT 2 AS VERIFIED.

IF APPLICANT DECLARES NO INCOME AND INVESTIGA-TION VERIFIES THIS STATEMENT, RECORD "NONE."

Do INCOME (APSB)

EXEMPT Sources:

RECORD AMOUNT OF NET "NCOME OPPOSITE THE SOURCE FROM WHICH IT IS OBTAINED AND SHOW TOTAL NET INCOME FROM ALL EXEMPT SOURCES.

IF APPLICANT DECLARES NO INCOME AND INVESTIGATION REVEALS NONE, RECORD "NONE".

E. NEED IN EXCESS OF \$75 PER MONTH (ANB)

10 APPLICANT'S NEED IS IN EXCESS OF \$75 PER

MONTH, RECORD AMOUNT OF THE ADDITIONAL NEED, AS

VERIFIED.

RESPONSIBLE RELATIVES (ANB, APSB)

IF RESPONSIBLE RELATIVES ARE NOT IN \$766 CONTRI-BUTING \$75 PER MONTH, OR IN AND IF APPLICANT'S NEED IS IN EXCESS OF \$75 A MONTH AND RESPONSIBLE RELATIVES ARE NOT CONTRIBUTING AN AMOUNT SUFFI-CIENT TO MEET THE VERIFIED NEED, RECORD "NO". (SES. 172-05, INVESTIGATION OF RESPONSIBLE RELA-TIVES WITHIN STALE; AND SEC. 172-15, DETERMINA-TION REGARDING CONTRIBUTIONS FROM OUT-OF-STATE RESPONSIBLE RELATIVES, 172-00, RELATIVES STAT-UTORY PROVISIONS.)

REHABILITATION (ANB. APSB)

A. RECORD "YES" OR "NO", AS VERIFIED. (SEE SEC. 233-50, VERIFICATION OF PLAN FOR SELF-SUPPORT;

SEC. 233-55, VERIFICATION OF PLAN FOR REHABILITATION (ANB); AND SEC. 142-05, LIMITATIONS ON PERSONAL PROPERTY.)

8. STATE TYPE OF TRAINING.

C. RECORD "YES" OR "NO" AS VERIFIED.

D. RECORD TYPE OF ENTERPRISE.
INSERT "A, B, C, AND D" BEFORE WORDS "RECORD METHOD" ON LOWER RIGHT SIDE OF PAGE.

Proof of Eligibility

Do RECORD METHOD OF VERIFICATION, DATE, AND LOCA-

THON OF EVIDENCE

EXAMPLES "TENANT INTERVIEWED (SPECIFY DATE);

SON JOHN GIVES \$5 CASH, FORM BL 225 (SPEIFY DATE) IN CO. FILE; APPL'S SHARE MTG.

PAYMENTS \$3 PER MO. PER LETTER BLDG. AND
LOAN ASS'N (SPECIFY DATE) IN COUNTY FILE,

NET OCCUPANCY VALUE OF HOME \$2. REPORT IN
CO. FILE."

Example: "Applo Has NO INCOME; REPORT OF INVESTIGATION (SPECIFY DATE) IN COUNTY FILE."

D. RECORD METHOD OF VERIFICATION, DATE, AND LO-

CATION OF EVIDENCE.

EXAMPLE: "BOOKS OF ACCT. INSPECTED BY WORKER
ON (SPECIFY DATE). REPORT IN COUNTY FILE.

EMPLOYER INTERVIEWED (SPECIFY DATE) REPORT
IN CO. FILE.

Examples "Apple has no income, report of invesitgation (sepcify date) in county

E. EXPLAIN NEED IN EXCESS OF \$75 PER MONTH, SHOW-ING METHOD OF VERIFICATION, DATE, AND LOCATION OF EVIDENCE.

EXAMPLES "NEED FOR MEDICINE \$3 AND DOCTOR'S CARE \$4 PER MO. LETTER DR. ERNEST BAILEY (SPECIFY DATE) IN COUNTY FILE."

RECORD NATURE, DATE, AND LOCATION OF EVIDENCE.

EXAMPLE: "LETTER TO DAU. MARY SMITH (SPECIFY
DATE) RETURNED UNCLAIMED; CONTACT MADE
WITH ALL OTHER LEGALLY RESP. RELATIVES.

FORM: BL 225 OR REPORT OF INTERVIEWS IN
COUNTY FILE."

RECORD METHOD OF VERIFICATION, DATE, AND LOCA-

Example 5 "Interview with appl. AT HIS VENDING STAND (SPECIFY DATE); LETTER FROM "BUREAU OF REHAB. (SPECIFY DATE) IN COUNTY FILE-FORM BL 25 DATED (SPECIFY DATE) SUBMITTED HEREWITH, COPY IN CO. FILE."

EXAMPLE: "ONOT POSSIBLE AT PRESENT DUE TO HEALTH; INTERVIEW WITH APPL. (SPECIFY DATE), REPORT IN CO. FILE."

EXAMPLE: "DOES NOT APPLY":

237-50 (Continued) 237-50

Eligibility Requirements

PROPERTY ASSIGNMENT (ANB, APSB)

- A. IF NO TRANSFER HAS BEEN MADE, RECORD "NO". IF A RECENT TRANSFER HAS BEEN MADE, BUT NOT FOR THE PURPOSE OF QUALIFYING FOR AID, RECORD "NO" (SEE SECS. 135-00, TRANSFER OF REAL PROPERTY TO QUALIFY FOR AID; 135-70, DETERMINATION OF REASON FOR VOL-UNTARY TRANSFER OF PROPERTY; 135-40, REAL PROP-ERTY SEARCH; 146-10, TRANSFER OR ASSIGNMENT OF PERSONAL PROPERTY; 135-60, INVESTIGATION REQUIRED OF TRANSFER OF PROPERTY; 135-75, TRANSFER OF REAL PROPERTY WHEN FORECLOSURE IMMINENT; AND 135-85, TRANSFER OF REAL PROPERTY TO SATISFY DEBT.)
- B. IF THERE HAS BEEN AN ASSIGNMENT OF PROPERTY, RE-CORD DATE OF ASSIGNMENT, AS VERIFIED.

NEED (ANB, APSB)

A. REAL PROPERTY (ANB, APSB)

RECORD THE ASSESSED VALUE OF APPLICANT'S REAL PROPERTY, AS VERIFIED. (SEE SEC. 135-40, REAL PROPERTY SEARCH.)

RECORD THE AMOUNT OF ENCUMBRANCE AGAINST SUCH REAL PROPERTY, AS VERIFIED. (SEE SEC. 132-03, ENCUMBRANCES OF RECORD DEDUCTED FROM ASSESSED VALUE OF REAL PROPERTY.)

IF INVESTIGATION VERIFIES APPLICANT OWNS NO REAL PROPERTY, RECORD "NONE".

B. PERSONAL PROPERTY (ANB, APSB) RECORD COUNTY ASSESSED VALUE OF APPLICANT'S
PERSONAL PROPERTY AS VERIFIED. (SEE SEC. 141-00,
TYPES OF PERSONAL PROPERTY; SEC. 141-15, DETERMINATION OF OWNERSHIP OF PERSONAL PROPERTY; AND SEC. 140-00, PROVISIONS OF THE WAIC REGARDING PERSONAL PROPERTY)

RECORD THE AMOUNT OF ENCUMBRANCE AGAINST APPLIE CANT'S PERSONAL PROPERTY AS VERIFIED. (SEE SEC. 143-15, ENCUMBRANCES ON PERSONAL PROPERTY.)

- IF VERIFIED BY INVESTIGATION THAT APPLICANT OWNS NO PERSONAL PROPERTY, RECORD "NONE".
- CASH AND SECURITIES (ANB, APSB)
 RECORD AMOUNT OF CASH VALUE OF VARIOUS SECURI-TIES AND CASH SURRENDER VALUE OF NON-EXEMPT IN-SURANCE OWNED BY APPLICANT, AS VERIFIED, AND SHOWNTOTAL AMOUNT. (SEE SEC. 142-05, LIMITATION ON PERSONAL PROPERTY.) IF APPLICANT HAS NO CASH OR SECURITIES, RECORD "NONE."

Proof of Eligibility

A. AND B. RECORD METHOD OF VERIFICATION, DATE, AND LOCATION OF EVIDENCE.

EXAMPLE: ASSESSOR'S RECORDS SEARCHED FOR (SPEC-IFY PERIOD) REPORT IN FILE. (IF THE INVESTI-GATION SHOWS THAT A TRANSFER OF PROPERTY OF A VALUE GREATER THAN THE MAXIMUM SET BY LAW OR OF PROPERTY WHICH REDUCED THE REMAINING PROPERTY WITHIN THE MAXIMUM WAS MADE, BUT IT WAS ONE WHICH WAS NOT FOR THE PURPOSE OF QUALIFYING FOR AID, THE FACTS WHICH RESULTED IN THIS CONCLUSION SHALL BE INCLUDED IN THE CASE RECORD.)

A. RECORD METHOD OF VERIFICATION, DATE AND LOCATION OF EVIDENCE.

EXAMPLE (IF REAL AND PERSONAL PROPERTY HOLD-INGS CLEARLY LESS THAN \$3500 % "ASSESSOR"S REC. SEARCHED (SPECIFY PERIOD); LETTER BLDG. & LOAN CO. (SPECIFY DATE) AND REPORT IN COUNTY FILE.

Example (IF PROPERTY HOLDINGS APPROACH \$3500 LIMITATION): "ASSESSOR"S REC. SEARCHED

(SPECIFY PERIOD); REPORT IN COUNTY FILE. PERIOD). TRUST DEED INSPECTED (SPECIFY DATE) BEARS STAMP OF RECORDER'S OFFICE RE-PORT IN CO. FILE."

EXAMPLE (IF ANSWER IS NONE); "SEARCH OF ASSES-SOR'S REC. (SEPCIFY PERIOD); COUNTY FILE." REPORT IN

8. RECORD METHOD OF VERIFICATION, DATE AND LOCA-THON OF EVIDENCE.

Example (IF REAL AND PERSONAL PROPERTY HOLD-INGS CLEARLY LESS THAN \$3500)% "ASSESSOR'S REC. SEARCHED (SPECIFY PERICO). BANK OF AMERICA HOLDING CHATTEL MTG., INTERVIEWED (SPECIFY DATE); REPORT IN COUNTY FILE.

EXAMPLE (IF PROPERTY HOLDINGS APPROACH \$3500 LIMITATION); "ASSESSOR"S REC. SEARCHED (SPECIFY PERIOD); REPORT IN CO. FILE."

EXAMPLE: "ASSESSOR'S REC. SEARCHED (SPECIFY

PERIOD CHATTEL MTG. INSPECTED (SPECIFY DATE)
BEARS STAMP OF RECORDER'S OFFICE. REPORT
IN CO. FILE."

EXAMPLE (IF ANSWER IS NONE); "SEARCH OF ASSESS= OR'S RECORDS (SPECIFY PERIOD), REFORT IN COUNTY

C. RECORD METHOD OF VERIFICATION, DATE, AND LOCA-TION OF EVIDENCE.

EXAMPLE: "LETTERS IN CO. FILE BANK OF AMERICA (SPECIFY DATE) BLDG. AND LOAN CO. (SPECIFY DATE); EXAM. OF INS. POLICIES BY COUNTY

WORKER; REPORT IN COUNTY FILE."

EXAMPLE: "APPL. DECLARES NONE. FORM BL 228 SIGNED (SPECIFY DATE) IN COUNTY FILE.

237-50 (Continued)

237-50

Denial by the Board of Supervisors (ANB, APSB)

Leave blank when approval of aid is recommended. When denial of aid is recommended, show complete action of the board of supervisors, name of county and date of action.

Signature of County Clerk or Deputy (ANB, APSB)

Form Bl 201 shall be signed by the county clerk or deputy (or chairman of the board of supervisors). The signature may be either the original or a facsimile.

Identifying Data (ANB, APSB)

The section on the reverse side of the Form Bl 201 headed "County: Complete This Information" shall be accurately completed by the county. This information provides the identifying data relating to the applicant and is the basis for indexing in SDSW office.

County: Record name of county in full, not in abbreviated form.

County Number: Record county case number. Name of county need not be repeated.

Applicant: Record surname first, then full given name. The use of initials should be avoided unless applicant's given name consists of initials only.

Guardian: If a legal guardian has been appointed by court, record guardian's name.

(Walc 3075, 3460)

237-75 INSTRUCTIONS FOR THE USE AND COMPLETION
OF THE CERTIFICATE OF VERIFICATION
OF ELIGIBILITY
ANC

Page 1 of 237-75

WHEN REQUIRED

- 1) A certificate of eligibility, Form CA 201, shall be submitted for all the children of a family for whom application is made even though the basis of their eligibility may be different. ("Children of a family" means children of a common parent who live in the same household or children of a common parent who ordinarily live in the same household but who are placed in a boarding home, the home of a relative, or an institution.)
- 2) A separate certificate of eligibility shall be submitted for a child whose name appeared on the original application but for whom ANC is granted by a separate subsequent action of the board of supervisors. (See Sec. 611-50, Beginning Date of Aid New Applications) Under Additional Children (at end of this section) instructions are given for completion of certificate of eligibility for the additional child.

237-50 (Continued)

237-50

Certification and Recommendation (ANB, APSB)

- A. Record the amount of aid recommended. The recommendation shall be in accordance with the ANB and APSB Laws and the rules and regulations of the SDSW.
- B. Leave blank when approval of aid is recommended. When denial of aid is recommended, the specific reason for denial shall be recorded.

Signature of County Worker (ANB, APSB)

The county public assistance worker making the investigation should sign Form Bl 201 and give date of completion of investigation. The signature may be either the original or a facsimile.

Signature of County Case Supervisor or Director (ANB, APSB)

The Form Bl 201 should be signed and dated by the county public assistance case supervisor or county welfare director. The signature may be either the original or a facsimile.

Approval by the Board of Supervisors (ANB, APSB)

Name of county, date of action, amount of aid approved, and date of beginning aid shall be shown.

.itinued)

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Eligibility Requirements

11A. Assistance plan-Family budget basis

(SEE SEC. 158-10)
Record: (1) the total budget for the family unit, (2) total net income to family unit, (3) budgetary deficiency (i.e., the difference between the total budget and the total net income to family unit). and (4) the ANC grant.

EXAMPLE :

How Verified

11B. Verification and explanation of assistance plan.

Indicate date on which budget was estimated. Record nature, date, and where evidence verifying source and amount of each item of income may be reviewed. The Gen M48 shall not be referred to as verification of income (SEE SEC. 233-25).

EXAMPLE:

(1) GEN M48, 7/18/47, CO. FILE (2) AWARD LETTER, 6/14/47 Soc. SEC. BD. APP®s. POSS.

(3) GEN M48, 7/18/47 CO. FILE (4) GEN M48, 7/18/47 CO. FILE

NOTE - IF THE BUDGETARY NEEDS OF THE FAMILY
BUDGET UNIT, LESS FOOD, CLOTHING,
AND PERSONAL NEEDS OF THE INELIGI+
BLE CHILD/CHILDREN ARE SMALLER IN
AMOUNT THAN THE MAXIMUM BASIS FOR
FEDERAL PARTICIPATION FOR THE ELIGIBLE CHILDREN, ENTER THE ACTUAL
FEDERAL MATCHING BASIS UNDER ITEM
118 (4) (SEE SEC. 158-10AND 627-20)

Assistance plan - Individual child Basis

- 12A. Record: The given name of each child
- 12B. Record: The total needs of each child opposite the name of the child.
- 12C. Record: The contribution from parent for each child.
- 12D. Record: The amount of other income for each child.
- 12E. Record: The amount of the grant for each child.

12F. Indicate for each child on line following name, date of computation of individual needs and where recorded, and nature, date, and where evidence verifying source and amount of each item of income may be reviewed.

EXAMPLE:

(1) HOME VISIT 7/18/47 (2) SEE ITEM 108

(3) VET BENEFITS AWARD LETTER 6/7/44 Mo's Poss.

237-75 (Continued)

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Eligibility Requirements

EXAMPLE B:

- (2) CASH AND/OR SECURITIES, VALUE .. \$206
- EXAMPLE C: (IF PARENT IS APPLICANT AND DECLARED NO PER. PROP.)
- (2) CASH AND/OR SECURITIES, VALUE. . \$NONE
- EXAMPLE D: (IF APPLICANT OTHER THAN PARENT AND CA 228 NOT AVAILABLE)
 - (2) CASH IN OR SECURITIES, VALUE. SNOW
- (3) Record: "No" if no transfer of either real or personal property was made for the purpose of qualifying for aid.

10A. Contribution from parent not living 10B. Evidence verifying ability to with child (See Secs. 158-20, 158-30, 234-05) Under 10A (1) check in appropriate square whether parent is able to contribute. If answer is "yes", record under 10A (2) the amount of the actual contribution.

EXAMPLE A:

- (1) ABLE TO CONTRIBUTE "YES"
- (2) ACTUAL CONTRIBUTION, \$12.50

EXAMPLE 88

(2) ACTUAL CONTRIBUTE "NO"

How Verified

- (2) F. V. INS. POL. AND BANK CLEARANCE BANK OF AMER. 9/6/45, CO. FILE.
- (2) DECLARED NONE-SIGNED CA 228, CO. FILE.
- (2) DECLARED NONE INVESTIGATION REVEALS NONE.
- (3) Since the two-year property search would reveal a transfer or assignment of real property, cross reference to 9B(1) may be entered in 9B(3) to indicate verification of 9A(3). If investigation of personal property indicates no transfer or assignment, record in 9B(3), "Investigation reveals none." (If the investigation shows that a transfer was made but was one which was not in violation of Sec. 135-00, Transfer of Real Property to Qualify for Aid, or of Sec. 146-10, Transfer or Assignment of Personal Property, the facts which resulted in this conclusion shall be included in the county case record.)
- support and contribution from parent(s) Record: (1) nature, date and where verification of parent's ability or inability to contribute or support may be reviewed. (2) nature. date. and where evidence verifying amount of contribution may be reviewed.
 - (1) VER. FA. WAGES HALE BROS. 3/1/44 CO. FILE AND INTERVIEW FA. 4/1/44, CO. FILE.
 - (2) HOME VISIT TO CARETAKER 3/19/42, CO.
 - (#) CA 245 8/16/46 CO. FILE (2) CA 245 8/16/46 CO. FILE

351-15 (Continued)

351-15

Transfers of real property which are revealed during the reinvestigation shall be evaluated in accordance with the provisions set forth in Sec. 135-00, Transfer of Real Property to Qualify for Aid.

The dates of verification and findings regarding real property shall be recorded in the case record. (W&IC 1560, 2184, 3075, 3089, 3460)

351-20 REINVESTIGATION OF PERSONAL PROPERTY OAS, ANB, APSB, ANC

351-20

The amount of reinvestigation regarding personal property depends upon the circumstances in the case. In general, the following policies govern:

When changes in the value of personal property holdings as previously determined are reported, a complete investigation of all personal property holdings shall be made in accordance with the provisions of the respective category of aid. (For Personal property considered in ANC, see Sec. 142-10, Limitations on Personal Property.) When there is a marked deviation in personal property holdings from those possessed when the preceding investigation was made, the reason for such deviation shall be ascertained and reported in the case record. When personal property was formerly substantial in amount and the amount has been appreciably reduced, funds may have been disposed of for the purpose of qualifying for aid or converted into other forms of personal property. When the facts indicate such possibility, verification shall be made of the disposition of holdings. When there has been an appreciable increase in personal property; e.g., a bank account, the source of the increase shall be ascertained.

In OAS, ANB, and APSB, if a trust has been in existence for funeral, interment, or other similar expenses, investigation shall be made to determine if the trust continues or has been revoked (See Sec. 144-08, Determination of Value of Trust Funds).

The value of personal property which may increase in value shall be redetermined in accordance with the requirements of the specific category of aid. In ANB and APSB, the amount of encumbrances of record against personal property shall be determined.

When personal property is of fluctuating value and approaches the maximum permitted for the specific category of aid, its value shall be redetermined at least every three months.

Transfers of personal property which are revealed during the reinvestigation shall be evaluated in accordance with the provisions set forth in Sec. 146-10, Transfer or Assignment of Personal Property.

351-12

In OAS, ANB, and APSB the investigation shall include any one of the following procedures:

- 1. An interview with the recipient at his home within a three-month period prior to the completion of the reinvestigation;
- 2. An interview with the recipient elsewhere than in his home within the three-month period:
- 3. When it is impossible to make a home call or secure an interview elsewhere at the time reinvestigation is due, Affirmation of Eligibility (Forms Ag, Bl 206) shall be mailed to the recipient at his home address. His actual presence at his given address shall be verified by registered letter with return receipt or by some other independent method.

In ANC the reinvestigation shall include any one of the following procedures:

- 1. A home call shall be made during the reinvestigation or within three months prior to completion of reinvestigation; or when this is not possible,
- 2. A home call shall be made within the year preceding the completion of the investigation, and an interview shall be held elsewhere within the three-month period prior to completion of reinvestigation. In the course of this interview, the living arrangements for the children shall be ascertained and points of eligibility reviewed.

 (Wall 1560, 2:40, 3075, 3460)

351-15 REINVESTIGATION OF REAL PROPERTY OAS, ANB, APSB, ANC

351-15

When a statement is made on the Affirmation of Eligibility (Forms Ag, Bl, CA 206) that the recipient, or in ANC the child or his parents, has not acquired real property since the last investigation and a report of an earlier two-year property search is on file, no additional real property investigation need made unless information which conflicts with the statement is found. When there is no report of a previous property search, a search shall be made for the two-year period preceding the current reinvestigation. (See Secs. 135-40, Real Property Search, 146-00, Conversion of Property, and 233-00, Verification of Real and Personal Property.)

When changes in property holdings are reported on the Forms Ag, Bl, CA 206 or otherwise come to the attention of the county, a complete reinvestigation of property holdings shall be made. See Chapter 130-00, Real Property, for eligibility policies on real property. (See Secs. 352-10, 352-15, AND 352-20, RECORDING OF RESINVESTIGATION.)

The amount of encumbrances of record against real property shall be determined. (See Sec. 132-03, Encumbrances of Record Deducted From Assessed Value of Real Property.)

351-30 REINVESTIGATION OF RELATIVES OAS, ANB, APSB, ANC

351-30

The ability of responsible relatives to assist shall be redetermined in accordance with the requirements of the respective category of aid. Reinvestigation of a recipient's eligibility shall not be held to be incomplete pending receipt of requested information from responsible relatives regarding their contributions if information secured from the recipient or other sources indicates the amount of the relative's contribution or that the relative is not assisting. (See Chapter 170-00, Relatives, and Secs. 101-00, Chart of Certain Provisions of the Wall and 234-00, Statement of Responsible Relatives of Applicant) (Wall 1560, 2140, 2181, 2181.01, 2184, 2224, 3075, 3088, 3460, 3474)

In OAS, ANB, and APSB efforts made or procedures followed to secure support from responsible relatives who have the pecuniary ability to assist, according to the requirements of the respective category of aid, shall be recorded in the case history or on the reverse of Affirmation of Eligibility (Forms Ag, Bl 206). (W&IC 1560, 2140, 3075, 3088.1, 3460, 3474.1)

351 35 REINVESTIGATION OF LIVING ARRANGEMENTS OAS, ANB, APSB, ANC

351-35

The present living arrangements shall be verified. (SEE SEC. 351782, HOME VISIT DURING REINVESTIGATION.)

If, in OAS, a recipient has been in a hospital or institution since the last investigation, the case record shall contain a detailed statement giving the name and type of institution, dates of admission and of discharge, and a statement as to the eligibility of the recipient for aid during this period. (See Chapter 160-00, Institution Inmates.) (W&IC 2140, 2184)

When an ANB or APSB recipient has been in a hospital or institution since the last investigation, his eligibility to receive aid while an immate shall be determined during the reinvestigation if it was not determined prior to his release. (See Chapter 160-00.) (W&IC 3075, 3460)

In ANC the living plan for each child shall be verified. (W&IC 1511, 1560)

351-40 REDETERMINATION OF AMOUNT OF AID OAS, ANB, APSB, ANC

351-40

The amount of aid shall be determined in accordance with the law, rules and regulations governing the respective category of aid and on the basis of the verified findings regarding income. Any necessary change in the grant shall be made. (W&IC 1560, 2184, 3075, 3460)

351-20

Further investigation is not necessary when the original investigation revealed no assets and information received from the recipient, or parent in ANC, or other sources, indicates no assets have been acquired since aid was granted or the case last reinvestigated.

In CAS, ANB, and APSB, further investigation is not necessary when assets which were possessed when aid was granted are such that the value decreases with lapse of time and the original investigation established their value as within the limit permitted for the specific category of aid. (W&IC 1560, 2:40, 3075, 3460) Such personal property would include automobiles, farm machinery, etc. A statement of personal property holdings as reported by the person or observed by the public assistance worker shall be in the case record. In ANB and APSB, only the county assessed value of such personal property shall be considered. (W&IC 2140, 2163, 2184, 3047, 3075, 3447, 3460)

In OAS, ANB, and APSB, the case record shall contain data verifying the value of personal property which was acquired, or the value received for personal property which was disposed of, according to the requirements of the specific category of aid. (W&IC 2140, 3075, 3460)

In ANC the amount of cash and description of securities with date of verification shall be included in the case record. (W&IC 1560)

See Chapter 140-00, Personal Property, for eligibility policies on personal property and methods of determining value of such property, and Sec. 233-00, Verification of Real and Personal Property, for methods of verification.

351-25 REINVESTIGATION OF INCOME OAS, ANB, APSB, ANC

351-25

All income of the recipient in OAS, ANB, APSB, or of the child or family unit in ANC shall be reverified with the exception of fixed income which is known not to change such as OASI benefits, income from annuities, etc. The amount of military pensions shall be redetermined. (W&IC 1560, 2140, 2184, 3075, 3460)

In ANC specific support of a child shall be reverified. This includes trust fund allowances, court orders for support from parents, and any source of income belonging only to the individual child. The parents' income or financial situation shall be verified. (WAIC 1568)

The case record shall show the methods used in verifying the gross income and computing the net income.

The source and amount of the net income shall be entered on Affirmation of Eligibility (Form Ag, Bl, CA 206) in order to indicate clearly the basis for the amount of the grant. (Wall 1560, 2140, 3075, 3460)

351-57 (Continued)

351-57

5. If the request to change is approved, a Notice of Change (Form Bl 232) should be submitted to the SDSW showing the action of the board of supervisors, discontinuance date under the one chapter, beginning date under the other chapter and the amount of aid recommended. (Form Bl 239 will be sent to the recipient, but it is not necessary that a copy of this form be sent to the SDSW when a change in the type of aid is approved.) (See Sec. 362-30, Reporting Reason for Change on Notice of Change.)

The recipient need only be required to furnish information concerning those items which will require additional verification to determine his eligibility for the aid requested.

Verification of eligibility for a transfer from ANB to APSB, in addition to that already completed for ANB, must include the following:

- 1. Verification of residence in California for a period of 10 years immediately preceding the filing of the request for a change of aid; or Verification of evidence that the recipient became blind while a resident of California.
- 2. Verification of the recipient's plan for achieving self-support; and
- 3. Verification of income.

If a recipient of APSB requests a transfer to ANB, determination should be made of the existence of need in excess of the grant together with verification of income, if any.

In cases of transfer from ANB to APSB or vice versa payment of aid shall not antedate the first of the month in which board of supervisors' action is taken on the request for transfer.

If a reinvestigation is due at the time of the transfer from ANB to APSB, or vice versa, full information shall be secured and the Recipient's Affirmation of Eligibility (Form Bl 206) should be completed by the recipient. (W&IC 3075, 3083.3, 3460, 347:.5)

(SEE SECS. 350-20, REINVESTIGATIONS, ANB, APSB LAW, 351-05, DATE OF REINVESTIGATION, 351-10, REQUIREMENTS OF REINVESTIGATION, 351-11, COMPLETION OF AFFIRMATION OF ELIGIBILITY, 351-12, HOME VISIT DURING REINVESTIGATION, 351-15, REINVESTIGATION OF REAL PROPERTY, 351-20, REINVESTIGATION OF PERSONAL PROPERTY, 351-25, REINVESTIGATION OF INCOME, 351-30, REINVESTIGATION OF RELATIVES, 351-35, REINVESTIGATION OF LIVING ARRANGEMENTS, 351-50, REINVESTIGATION OF BLINDESS, 352-20, RECORDING OF REINVESTIGATION IN ANB AND APSB, 352-25, NOTIFICATION OF SDSW OF COMPLETION OF REINVESTIGATION.)

351-50 REINVESTIGATION OF BLINDNESS ANB. APSB

351-50

The degree of blindness of the recipient shall be redetermined annually by a physician skilled in diseases of the eye unless the State Ophthalmologist has advised a reexamination is not necessary. It is desirable, if possible, that reexamination be made by a physician who has not previously examined the recipient. The cost of such eye examinations shall be paid by the county. (See Sees. 180-15, Determination of Degree of Blindness, 180-50, Reexamination of Eyes to Determine Continued Eligibility, and 235-00, Physician's Reports of Eye Examination.) (W&IC 3050, 3075, 3083.1, 3089, 3460, 3462.0)

351-55 REDETERMINATION OF ELIGIBILITY UNDER AND OR APSB PROGRAM AND, APSB

351-55

When aid has been granted under the ANB or APSB program, the county shall redetermine annually whether the recipient shall for the ensuing year receive aid under the ANB or APSB program. (See Sec. 233-50, Verification of Plan for Self-Support.) (W&IC 3075, 3083.5, 3460, 3473)

351-57 TRANSFER PROCEDURE FROM AND TO APSB, OR VICE VERSA ANB, APSB

351-57

When an application for ANB is granted, the recipient may transfer to APSB at any time. On the other hand, when an application for APSB is granted, a recipient is not eligible for ANB for a period of one year from the date of application for APSB. (W&IC 3075, 3083.5, 3460, 3473)

It is not necessary for the county to complete a new application or Certificate of Eligibility when a transfer from one chapter of Aid to the Blind to the other is effected. Subject to the restrictions included in the above paragraph, the recipient may indicate his desire to transfer from ANB to APSB, or vice versa. The request for transfer from one chapter to the other should be recorded in the county file. In order to eliminate an additional form, the following procedure shall be used.

- 1. A written or a signed request for a change from one program of Aid to the Blind to the other should be obtained from the recipient and appended to the original application.
- 2. After verification of the necessary items, a letter of recommendation should be written by the county welfare department for presentation to the board of supervisors for action.
- 3. Notification of the board of supervisors' action is to appear on this written recommendation which is to be retained in the county file.
- 4. If the request for change from one program of Aid to the Blind to the other is denied. Form Bl 239 (Notification of the Action of the Board of Supervisors) should be forwarded to the recipient as notification of the action taken by the county board of supervisors; a copy of Form Bl 239 should be forwarded to the SDSW. (See Secs. 250-00, Disposal of Applications; 250-05, Reporting Action on Application to SDSW; 250-10, Reporting Action of the Board of Supervisors to Applicant.)

 (Section Continued on Next Page)

361-10 (Continued)

361-10

WITH THE MOTHER IT WAS AGREED THAT THE \$30 RECEIVED IN APRIL WAS NOT EXCESS INCOME AS THE FULL \$30 WAS USED TO MEET THE COST OF ROOF REPAIRS. THERE WAS NO OVER-PAYMENT FOR APRIL. HOWEVER, THERE WAS AN OVERPAYMENT OF \$30 IN MAY. AID FOR JUNE WAS REDUCED TO \$100 (\$160 LESS \$30 OVERPAYMENT FOR MAY AND \$30 INCOME IN JUNE).

AID FOR JULY WAS INCREASED TO \$130 (\$160 LESS \$30 INCOME RECEIVED IN JULY).

- Example 2: On October 10 the county discovers that an OAS recipient secured steady work earning \$15 in September and thereafter. Total monthly need in September and October was \$50. The recipient was eligible in both September and October to \$45 (\$50 less \$15) but received \$55, resulting in \$20 overpayment for these months. Effective November 1, total need is \$70 and income continues at \$15. Aid is reduced to \$35 (\$70 less \$20 overpayment in September and October, and \$15 income in November).
- B. A decrease in the grant (or a cash adjustment by means of a refund from the current income including the grant to which the recipient (child or family unit in ANC) is currently eligible) shall not be made because of income received prior to the second month preceding the current month. When the overpayment is discovered too late to adjust the grant within this time limit, and the delay in discovering the income was caused by actual or constructive fraud, request for repayment from resources other than the income including the current grant is in order under Sec. 670-85, Overpayment Caused by Income. If mistake of fact occurred, request for repayment is not in order. When the exact amount of income for a given month is known in advance, any necessary decrease in the grant shall be made for the month in which such income is expected to be received.
 - Example 3: On January 10 the county determines that a family receiving ANC will receive \$20 as a first payment on Industrial Compensation Insurance on or about February 10. The income, plus the current grant will exceed total budgetary needs of the family budget unit. Therefore, the grant will be decreased by the amount in which the grant plus income exceeds the total budgetary needs.
 - Example 4: The county determines on October 15, that an OAS recipient will receive on November 10 his first \$20 monthly payment from an annuity. The income plus the current grant will exceed his total need. The grant, therefore, will be decreased effective November 1.

361-00 INCREASE IN AMOUNT OF AID OAS, ANB, APSB, ANC

361-00

The grant of aid shall be increased as soon as administratively possible when a decrease in the income causes the amount of the grant together with income to fall below the amount to which the recipient (or child in ANC) is entitled under the provisions of the law for the particular category of aid.

In OAS and ANB when monthly interest payments in decreasing amounts (which have not been determined an inconsequential resource) are received, either of the two following methods may be used for adjusting the grant.

- (1) The total amount of income from this source may be determined for each three-month period. Any necessary adjustment in the grant may be made in the first or not later than the second month following the end of the three-month period, for which the amount was determined.
- (2) The total amount of income from this source may be determined for the ensuing twelve-month period and the monthly average thereof taken into consideration in making any necessary adjustment in the monthly grant. (W&IC 1560, 2140, 3075, 3460)

361-10 DECREASE IN GRANT OAS, ANB, APSB, ANC 361-10

Under certain circumstances adjustment for overpayment is made by an appropriate decrease in the grant if the recipient (child or family unit in ANC) remains otherwise eligible. Such decrease shall be made as soon as administratively possible after the necessity for such adjustment becomes known, but in no event may the decrease be effective later than the second month following that in which the overpayment occurred. (For exception in ANC see note following ID.)

See Sec. 361-12 for adjustment due to absence of child from home, and Sec. 361-50 for adjustment by discontinuance of aid.

I Overpayment Due to Income (and/or Change in Total Need)

A. When income and/or a change in total needs of the recipient (child or family unit in ANC) causes the amount of the grant together with the income to exceed the amount to which he is eligible under the code or regulations for the particular category of aid, the adjustment shall take into consideration the income and total needs, plus all overpayments which occurred, during the two preceding months.

Example 1: On May 12 the county discovers that family receiving an ANC grant of \$160 which meets total needs, received \$30 in April and \$30 in May from an adult son living outside the home, who indicated he would continue to make this contribution. In a discussion

561-10 (Continued)

361-10

II Overpayment Due to Excess Personal or Real Property

When real or personal property has exceeded the legal limitation during the current adjustment period but has later been reduced within the maximum, thus making the recipient (child or family unit in ANC) eligible to continued aid, the grant is decreased within the current adjustment period as follows:

- A. Overpayment Due to Actual Fraud: The grant is adjusted by deducting the amount of aid paid during the one and/or two months preceding the month of adjustment from the amount to which the recipient (child or family unit in ANC) would otherwise be eligible in the month of adjustment.
 - EXAMPLE 7: THE COUNTY DISCOVERS ON DECEMBER 16 THAT AN OAS RECIPIENT SPERSONAL PROPERTY TOTALED \$612 SINCE JULY 1. ACTUAL FRAUD EXISTED BECAUSE THE RECIPIENT ADMITTED HE DID NOT REPORT THE CHANGE IN HIS CIRCUMSTANCES AS HE DID NOT WISH THE GRANT OF \$20 STOPPED. BY JANUARY I THE PROPERTY IS REDUCED WITHIN THE AMOUNT ALLOWABLE. TOTAL NEED IN JANUARY, THE MONTH OF ADJUSTMENT, IS \$70 AND THE RECIPIENT HAS \$15 INCOME FROM A SON IN THAT MONTH. HE WOULD BE ENTITLED TO RECEIVE \$55 WERE IT NOT FOR THE OVERPAYMENT DUE TO EXCESS PERSONAL PROPERTY. ADJUSTMENT IS IN ORDER FOR THE FULL AMOUNT OF AID PAID IN NOVEMBER AND DECEMBER (\$40) AND THE GRANT EFFECTIVE JANUARY I IS REDUCED TO \$15 (\$55-\$10). (THE UNADJUSTED REMAINDER OF OVERPAYMENT FOR THE PERIOD JULY I THROUGH OCTOBER 31, IS SUBJECT TO COLLECTION UNDER PROVISIONS OF SEC. 670-80.)
- B. Overpayment Due to Constructive Fraud or Mistake of Fact: The grant is adjusted by deducting the largest amount by which the property exceeded the legal limitation during the two months preceding the month of adjustment or the amount of aid received, whichever is the lesser, from the amount to which the recipient (child or family unit in ANC) would otherwise be entitled in the month of adjustment. Where there was excess property both during and before the current adjustment period and such excess was greater than the amount adjusted through the decrease, the unadjusted remainder is subject to collection under provisions of Sec. 670-80.
 - EXAMPLE 8: DURING NOVEMBER COUNTY DISCOVERS THAT RECIPIENT WAS INCLIGIBLE TO ANB ON OCTOBER I, AS TOTAL VALUE OF HIS CASH AND SECURITIES WAS \$627 AND HE HAD NO PLAN FOR REHABILITATION. THIS VALUE REMAINED THE SAME ON NOVEMBER I, BUT DURING NOVEMBER WAS REDUCED WITHIN THE AMOUNT ALLOWABLE. RECIPIENT'S REGULAR MONTHLY INCOME WAS \$15, TOTAL MONTHLY NEED IN OCTOBER AND NOVEMBER \$95, AND HE RECEIVED THE MAXIMUM GRANT OF \$76. ALTHOUGH RECIPIENT WAS INCLIGIBLE IN BOTH OCTOBER AND NOVEMBER, THE OVERPAYMENT WAS DUE TO CONSTRUCTIVE FRAUD AND ADJUSTMENT IS IN ORDER ONLY FOR THE EXCESS OF \$27. ON THE BASIS OF INCOME ALONE RECIPIENT IS ENTITLED DECEMBER I TO \$75 ANB. SINCE THE EXCESS PROPERTY IS NOT APPLICABLE TOWARD UNMET NEED, IT IS DEDUCTED FROM THE GRANT TO WHICH HE WOULD OTHERWISE BE ELIGIBLE. THE GRANT FOR DECEMBER IS, THEREFORE, \$40 (\$75 LESS \$27 EXCESS PROPERTY.)

361-10 (Continued)

361-10

- C. When the total income for a given month can be determined only during the month in which it is received, or during the subsequent month, any necessary decrease in the grant shall become effective not later than the second month subsequent to that in which the income is received.
 - Example 5: It is known that an ANB Recipient's initial payment from an annuity will be received in October, but it is not until receipt of the annuity check that the amount thereof is known. Any necessary decrease in the grant of aid shall be ... Made. ... Zeffective November \$\frac{1}{2}\$, if possible, but not later than December \$\frac{1}{2}\$, and the income to be received in the month of adjustment and overpayment during period of adjustment shall be taken into consideration in determining the amount of the decrease.
- D. When the income is irregular and cannot be foretold, but is determined not to be casual income in OAS and ANB or small intermittent income in ANC, adjustment by means of refund may be made within the current adjustment period, in lieu of decreasing the grant, to the extent of the aid paid to which the recipient (child or family unit in ANC) was not entitled by reason of receipt of the income.
 - Example 6: A SINGLE DAS RECIPIENT HAVING NO INCOME AND NO NEED IN EXCESS OF \$60 A MONTH SECURES EMPLOYMENT IN OCTOBER. THE COUNTY ASCERTAINS ON OCTOBER 15 THAT HE WAS PAID \$35 WHICH REPRESENTED NET INCOME.

ADJUSTMENT MAY BE MADE IN EITHER OF TWO WAYS, I.E.:

(1) DECREASE IN AID EFFECTIVE NOVEMBER | OR NOT LATER THAN DECEMBER 1;

OR

(2) REPAYMENT BY THE RECIPIENT OF \$35 IN NOVEMBER OR DECEMBER, SUCH CASH ADJUSTMENT TO BE REPORTED TO THE SDSW IN THE USUAL MANNER.

NOTE

In ANC when the county finds that the decrease or cash adjustment would cause hardship no adjustment within the current adjustment period is required and aid may continue in the amount necessary to meet current needs. However, in instances where actual or constructive fraud exists there is right of collection from resources other than the income including the grant to which the family is currently eligible.

The county record shall contain information upon which the determination of hardship is based.

361-12 ADJUSTMENT DUE TO ABSENCE OF CHILD FROM HOME

361-12

Adjustment due to absence of child from the home is governed by the following policies:

When a child, otherwise eligible, is in the family unit on the first day of the month (or leaves the home as of that date) such child is eligible to receive aid for the full month. This includes children receiving foster care when the payment is made to the boarding home or institution for the full month.

When aid has been discontinued and the child, otherwise eligible, is not in the home as of the first of the month, aid may be restored from the date on which the child returned to the home.

When a child leaves the home for a temporary period aid may continue to the payee for such child for the two following calendar months. In boarding homes cases, decision as to payment during such temporary absence will depend upon the facts in the individual situation.

EXAMPLE AS A SIXTEEN YEAR OLD UNEMANCIPATED MINOR TO WHOM AND IS GRANTED LEAVES HIS MOTHER'S HOME ON JUNE 23 TO TAKE A JOB FOR TWO MONTHS THAT PAYS \$50 A MONTH AND ROOM AND BOARD. THE BOY RETURNS TO THE MOTHER'S HOME SEPTEMBER I. IT IS THE PLAN TO USE HIS EARNINGS FOR SPECIAL NEEDS. AND GRANT MAY CONTINUE FOR JULY AND AUGUST WHILE THE BOY IS OUT OF THE HOME.

EXAMPLE B: ANC IS GRANTED FOR THREE CHILDREN IN THE HOME OF THE MOTHER. AT THE CLOSE OF SCHOOL JUNE 25, ONE CHILD GOES TO THE HOME OF A RELATIVE. AID CONTINUES TO THE MOTHER FOR THIS CHILD FOR JULY AND AUGUST. THE CHILD RETURNS TO THE HOME ON AUGUST 26 AND AID MAY CONTINUE TO THE MOTHER.

(W&IC 1511, 1560; AGO NS4473)

361-15 ADJUSTMENT IN AMOUNT OF GRANT IN APSB

361-15

Adjustment in the grant of aid shall be made when the annual income of the recipient from exempt sources (SEE SEC. 151-30, DEFINITION OF EXEMPT INCOME, APSB) exceeds \$800 within a one-year period.

When the income for a given year or for any number of months thereof can be determined before the close of said yearly period, any necessary adjustment of the grant shall be made for the month in which the income exceeds the \$800 annual allowable exempt income, but shall not be made later than the second month following that in which the income exceeds the maximum allowed. When the excess income is larger than the grant of aid for the month, discontinuance of aid for the month adjusts for the excess income. (See Sec. 157-15, Method for Determining THE AMOUNT OF GRANT IN APSB.)

361-10 (Continued)

361-10

EXAMPLE 9: THE COUNTY DISCOVERS ON FEBRUARY 16 THAT AN OAS RECIPIENT'S PERSONAL PROPERTY HAD BEEN EXCESSIVE SINCE SEPTEMBER. PERSONAL PROPERTY HAD GRADUALLY BEEN REDUCED FROM A MAXIMUM OF \$635 IN SEPTEMBER TO \$617 IN JANUARY AND \$614 IN FEBRUARY. BY MARCH I THE PERSONAL PROPERTY IS REDUCED WITHIN THE AMOUNT ALLOWABLE. ALTHOUGH THE RECIPIENT WAS INCLIGIBLE FROM SEPTEMBER THROUGH FEBRUARY, IT IS DETERMINED THAT THE OVERPAYMENT WAS DUE TO CONSTRUCTIVE FRAUD. THUS ADJUSTMENT IS IN ORDER ONLY FOR THE EXCESS. TOTAL NEED IN MARCH, THE MONTH OF ADJUSTMENT, IS \$75 AND THE ONLY INCOME IS A \$15 CONTRIBUTION FROM A SON. WERE IT NOT FOR THE OVERPAYMENT WHICH OCCURRED IN JANUARY AND FEBRUARY THE RECIPIENT WOULD BE ENTITLED TO RECEIVE A GRANT IN MARCH OF \$60. THE MAXIMUM BY WHICH PERSONAL PROPERTY WAS EXCESSIVE IN JANUARY AND FEBRUARY, THE TWO MONTHS PRECEDING THE MONTH OF ADJUSTMENT, WAS \$17 AND ACCORDINGLY THE MARCH GRANT IS REDUCED TO \$43 (\$60 LESS) \$17 EXCESS). SINCE IN SEPTEMBER THE RECIPIENT'S PERSONAL PROPERTY EXCEEDED THE AMOUNT ALLOWABLE BY \$35, \$18 OF THIS EXCESS REMAINS UNADJUSTED (\$35 MAXIMUM EXCESS LESS THE \$17 ADJUSTED BY DECREASE IN MARCH GRANT). THIS UNADJUSTED EXCESS SHALL BE SUBJECT TO COLLECTION UNDER THE PROVISIONS OF SEC. 670-80.

C. When the discovery of the excess property occurs too late to make the adjustment effective not later than the second month following that in which ineligibility existed, the right exists to request repayment under Sec. 670-80, Overpayment Caused by Possession of Excess Property.

III Overpayment Due to Reason Other Than Income or Excess Property

When overpayment has occurred for reason other than income or excess property, and the circumstances have so changed that the recipient (child or family unit in ANC) is eligible to receive aid in the month of adjustment, the grant to which there would otherwise be eligibility in that month is decreased to the extent of the overpayment occurring within the two months preceding the month of adjustment.

Example 10: An ANB RECIPIENT'S APPLICATION WAS SIGNED ON OCTOBER 6. However aid in the amount of \$75 was granted from October 1. Since aid may not antedate the signing of the application the recipient was overpaid for five days in October or \$12.50. Here it not for the overpayment which occurred in October the recipient would be entitled to receive \$60 in November. The grant for that month is decreased to \$62.50 and is increased to \$75 effective December 1.

When the ineligibility was discovered too late to make the adjustment effective not later than the second month following that in which ineligibility existed, there is no right to request repayment if the delay in discovering the ineligibility was due to mistake of fact. If the delay was due to fraud, either actual or constructive, request for repayment to the extent of the aid paid during the months of ineligibility would be in order under Sec. 670-90, Overpayments Caused by Other Factors. (W&IC 1541, 1560, 2020, 2140, 3075, 3084, 3460, 3472; AGO NS4473)

361-20

In CIF and TBF cases under the ANC program when aid has been discontinued because an incapacitated father or a tuberculous father is gainfully employed and when aid is restored within 12 months from the date of the last medical report, a new medical report on Form CA 240 (Report on Incapacitated Father) for CIF or on Form CA 242 (Report on Tuberculous Father) for TBF need not be obtained if the case record contains supporting evidence of eligibility subsequent to discontinuance based on an oral or written statement from the examining physician.

When ANC is restored after a discontinuance for some of the children in the family group and aid has continued for the other eligible children of the family, a complete investigation shall be made of the point resulting in the discontinuance and of any other factors which may have changed. (See Sec. 201-25, WHEN APPLICATION TO BE TAKEN.) (W&IC 1560, 2140, 3075, 3460)

361-22 INVESTIGATION OF CONDITIONAL RESTORATION OAS

361-22

When OAS was discontinued because of employment and request for restoration is made to the same county within twelve months from the date of discontinuance, immediate investigation shall be made. The facts of eligibility shall be secured and investigation shall be completed by action of the board of supervisors at the earliest possible date (See Sec. 611-55, Beginning Date of AID, Restorations.) If all of the facts pertinent to eligibility determination have not been secured by the date of the first meeting of the board of supervisors subsequent to the end of the 30-day period from the date the request was signed, aid shall be conditionally restored by action of the board of supervisors at that meeting from the first of the month in which the 30 day period ended. The conditional restoration is made on the basis of the former recipient's presumptive eligibility.

When aid is conditionally restored the Notice of Change (Ag 232) reporting such restoration to the SDSW must clearly show that the restoration was conditional, i.e., "conditional restoration - presumptive eligibility" shall be recorded in the space headed "Reason for Change" on the Form Ag 232. (If the fact of eligibility has been established by the time the investigation is completed by action of the board of supervisors, "Eligibility Established" shall be recorded in the space headed "Reason for Change" on Form Ag 232).

In every case in which aid is conditionally restored the investigation shall be continued with diligence. When proof of eligibility is secured, and establishes that the recipient was eligible to the aid paid to him from the date aid was conditionally restored, the restoration shall again be acted upon by the board of supervisors at their next meeting. A report of that action shall be submitted to the SDSW on a Notice of Change (Ag 232). Under these conditions (the grant is and has been in the correct amount since the effective date of the conditional restoration) no entry is made in the upper part of Section 1 on the Form Ag 232. In the lower part of Section 1 under "Reason for Change" the fact that the case had previously been conditionally restored shall be noted together with a statement that eligibility has been established from the beginning date in the specific amount paid.

361-15 (Continued)

361-15

When the income for a given year can be determined only after the close of said yearly period an adjustment as indicated above shall be made as soon as administratively possible, but shall be effective not later than the second month following that in which the income exceeds the maximum allowed.

When income which should have been considered in determining the grant of aid is discovered too late to adjust the grant effective not later than the second month following that in which the income was received, the recipient shall be requested to reimburse the county from resources he may have other than the income including the grant to which he is currently eligible. The reimbursement requested shall not exceed the amount of aid paid to which the recipient was ineligible. (See Sec. 361-50, Discontinuance of AID, and Sec. 670-85, Overrayment Caused by Income.)

The following rule determines the yearly periods, in each of which the exemption of income to the extent of \$800 a year is allowed:

The first one year period begins as of the first of the month in which payment of APSB begins (unless a yearly income period had previously been established) and includes such first month together with the eleven subsequent months. The next succeeding yearly period begins on the first day of the thirteenth month on aid and covers the thirteenth to twenty-fourth months, inclusive, etc. In any case in which aid has been discontinued for more than one year, the yearly income period begins with the first of the month in which APSB begins on reapplication. (See Sec. 216-00, REAPPLICATIONS, AND SEC. 200-25, WHEN APPLICATIONS SHOULD BE TAKEN.) (W&IC 3460, 3472)

361-20 INVESTIGATION, PRELIMINARY TO RESTORATION OAS, ANB, APSB, ANC

361-20

All points of eligibility on which there may have been any change shall be investigated before aid is restored, except in OAS when aid is conditionally restored following discontinuance because of employment. (See Sec. 361-22, Investigation of Conditional Restoration, for special provisions in OAS when aid is restored following discontinuance because of employment.) The circumstances in each case will determine which eligibility factors will be reinvestigated but special attention shall be given to the factor which resulted in the previous discontinuance.

When the discontinuance has extended beyond the date when the annual reinvestigation would have been due, had aid been continuous, a complete investigation shall be made of all points of eligibility subject to change such as income and personal property. The facts must establish that property was not transferred for the purpose of qualifying for aid (SEE SEC. 35%=80, REQUIREMENTS OF REINVESTIGATION).

361-22

established to be within the maximum until 12/21 when funds received from sale of real property made him ineligible for further aid.

The second action of the board of supervisors is reported on a Notice of Change as follows:

Change	Effective Date of Change	Grant	Income	Need
Decrease			arcidor de egosos	
Increase				
Restoration				
Discontinuance	1/31/47	XXX	XXX	XXX

Reason for Change

Former conditional restoration. Eligibility from 10/1/47 now established as follows:

Oct. 1, 1947 - \$60 grant - no income

Nov. 1, 1947 - \$45 grant - \$15 income, need not above \$60

Dec. 1, 1947 - \$60 grant - income ceased

Dec. 31, 1947 - Ineligible further payment. Personal property resulting from sale of real property on 12/21 excessive.

Approved	by	the	Board	of	Supervisors	of	County	on	1/15/48
					(8:	igned)	moi mai litter :	atil.j	Derfit

When the verification secured subsequent to the conditional restoration establishes that overpayment occurred during the period while aid was conditionally restored, such amount thereof as can be offset by adjustment within the current adjustment period shall be adjusted in accord with Secs. 361-10, Decrease in Grant, or 361-50, Discontinuance of Aid. (See Sec. 670-88, Overpayments Resulting from Conditional Restorations in OAS.) Such action shall be taken by the board of supervisors at the first meeting after the facts have been determined.

Example 3. If in Example 1 there had been no property sale but the \$15 income which began in November was continuing income, overpayment occurred not only in November but in December and January. With no need in excess of \$60 there was an overpayment of \$45. By board of supervisors' action on 1/15/48, the grant for February would be reduced to \$15 which adjustment would take into consideration the \$15 income to be received in February and the overpayment for December and January (both of which months would be within the current adjustment period) and the grant would be increased to \$45 effective 3/1/48. (See Sec. 361-10, Decrease in Grant.) Repayment of the \$15 overpayment in November is requested. (See Sec. 670-88.)

361-22

Example 1. A recipient requests restoration on October 25. By board of supervisors' action on 11/28 aid is conditionally restored in the amount of \$60 effective November 1. The facts secured subsequent to the conditional restoration show the recipient to have been eligible to the \$60 grant made to him beginning November 1. On January 3 the investigation is completed by action of the board of supervisors certifying to the recipient's eligibility to receive aid in the amount paid from the effective date of the conditional restoration. This second action of the board of supervisors is reported on the Notice of Change as follows:

Change	Effective Date of Change	Grant	Income	Need
Decrease				
Increase				
Restoration				
Discontinuance				

Reason for Change

Former Conditional Restoration - Eligibility from 11/1/47 in the amount of \$60 now established.

Approved	by	the	Board	of	Supervisors of	County on 1/3/48	•
					(Signed)		

When the verification secured subsequent to the conditional restoration establishes eligibility (1) to a lesser amount than conditionally paid or (2) to receive aid in some but not all of the months during which aid was conditionally restored, the board of supervisors at their next meeting shall act upon the adjustment, if any, to be made in the current grant, and shall establish the amount of aid to which the recipient was eligible, as revealed by the completed investigation, during the period that aid was conditionally paid. In the upper part of Section I of the Form Ag 232 only that action which in any way changes the grant presently received shall be recorded. In the lower part of Section I under "Reason for Change" (use reverse of form if sufficient space is not available), the fact that the case had previously been conditionally restored shall be noted. Also there shall be recorded a statement of the amount the completed investigation reveals the recipient to have been eligible to receive beginning with the date the conditional restoration was effective, together with the need and the income considered in determining the amount to which the recipient was eligible.

Example 2. The request for restoration was signed on September 10. By action of 10/21 the board of supervisors conditionally restored aid from October 1 in the amount of \$60 per month to a recipient having no income and whose personal property holding had not yet been established. The investigation was not completed until action by the board of supervisors on January 15 and showed that the recipient, having no need in excess of \$60, had \$15 income in November and no income in December or thereafter. Personal property holdings were

361-22

The action of the board of supervisors is reported on the Notice of Change as follows:

Change	Effective Date of Change	Grant	Income	Need
Decrease				
Increase	1/1/48*	\$55.00	\$15.00	\$70.00
Restoration				
Discontinuance				

Reason for Change

Former conditional restoration. Completed investigation establishes recipient was eligible to \$55 per month beginning October 1, 1947. Rental income \$15 and need \$70. Was conditionally restored @ \$50 per month.

Approved	by	the	Board	of	Supervisors	of	Cour	ity on	12/5/47
					(Sig	gned)			

*If the county elects to pay retroactive aid as provided in Sec. 361-25, Item 11, this date would be 10/1/47.

When aid is restored conditionally and when the investigation has continued until all reasonable sources of proof of eligibility have been examined without establishing eligibility, the aid which was conditionally restored shall be discontinued. On the Notice of Change reporting the discontinuance action of the board of supervisors, a statement under "Reason for Change" on the Form Ag 232 shall be made as follows:

"Former	Condi	tional	Restoration.	Investigati	ion c	omp]	Leted and
eligibil	lity f	ron_		_(beginning	date	of	conditional
restorat	cion) 1	not es	tablished."				

Request for repayment to the extent of the conditional aid granted shall be made. (See Sec. 670-88) (Walt 2:83.9)

361-22

The Notice of Change reporting the action would be completed as follows:

Change	Effective Date of Change	Grant	Income	Need
Decrease	2/1/48	\$15.00	\$15 earnings \$15 Dec. o.p. \$15 Jan. o.p.	, ===
Increase	3/1/48	\$45.00	\$1.5	
Restoration				
Discontinuance				

Reason for Change

Former conditional restoration. Eligibility from 10/1/47 now established as follows:

Oct. 1, 1947 - \$60 grant - no income Nov. 1, 1947 and thereafter \$45 grant - \$15 income and need not above \$60

Approved by the Bos	ard of Supervisors of	County on 1/15/48.
	(Signed)	

When the verification secured subsequent to the conditional restoration shows that the recipient is currently receiving a lesser amount of aid than he is entitled to receive, appropriate action of the board of supervisors shall be taken to increase the grant to the proper amount and the county may pay retroactive aid for the preceding two months as provided in Sec. 361-25, Item 11. Such action shall be reported to the SDSW on a Notice of Change in the usual manner. In Section I of Ag 232 under "Reason for Change" the fact that the case had previously been conditionally restored shall be noted. Also there shall be recorded a statement of the amount the completed investigation reveals the recipient to have been eligible to receive beginning with the date the conditional restoration was effective, together with the need and the income considered in determining the amount to which the recipient was eligible.

Example 4. Recipient having need of \$70 requested restoration September 3. By board of supervisors action on October 15 his aid was conditionally restored effective October 1 in the amount of \$50 on the basis of his statement that he received \$20 income from rental. Subsequent investigation revealed that his net income for the rental was \$15. On 12/5/47 the board of supervisors increases the grant on the basis of the facts as to his income.

361-25

4. When a payment in a particular month is made for less than the authorized award for that month and the additional payment due is made within a three-month period, including the month in which the erroneous payment was made. No further action by the board of supervisors is necessary.

Example: The authorized award for a recipient of ANB for October is \$75. Due to an error, the recipient was paid \$60 for October. County shall pay recipient additional \$15 Due for October in November or not later than December 31.

- When an award has been made and remains in effect, but payment of aid is suspended as provided in Sec. 361-30, Suspension Procedure, and subsequently eligibility to the suspended warrants is established. Board of Supervisors' action is not required to release a suspended warrant. (See Sec. 368-30, Suspension Procedure.)
- 6. When a warrant is returned to the county auditor's office because of a change in the address of the recipient such warrant shall be transmitted to the recipient's new address as soon as possible in the current month or within the two subsequent months following that for which the warrant was issued. (See Sec. 610-20, Time OF FAYMENT.)
- 7. When aid is continuous and there is a change of payee, the warrant shall be delivered to the new payee as soon as possible in the current month or within the two subsequent months following that for which aid is granted.
- 8. When, in a transferred case, the second county fails to begin aid on the date due. To avoid interruption in receipt of aid the second county shall pay retroactive aid. (See Sec. 122-50, REMOVAL FROM COUNTY OF RESIDENCE.)
- 9. When the board of supervisors rescinds and/or corrects its previous action. In these cases retroactive aid shall be paid under the following circumstances and limitations:
 - APPLICATION TO BE TAKEN). The rescinding action must be taken within one year from the date of the action which is being rescinded, and the date of the original application governs the date when aid will begin. (See Sec. 611-50, Beginning Date of Ald-New Applications.)
 - b. Rescission of an erroneous action discontinuing aid. The rescinding action must be taken within one year from the date of the action which is being rescinded.

361-25 RETROACTIVE AID PAYMENTS BY COUNTY OAS, ANB, APSB, ANC

361-25

Retroactive aid means aid paid in a subsequent month for some preceding month or months. All payments of aid shall be made within the month for which aid is granted (See Sec. 611-50, Beginning Date of Ald-New Applications) except that retroactive aid shall be paid by the county in the following types of situations (See Sec. 626-50, Supplemental Ald Claims):

- 1. When retroactive aid is granted upon appeal to the SSWB or when the SDSW concurs in the county's recommendation that the appeal be adjusted by payment of retroactive aid without hearing by the SSWB (See Secs. 325-42, Stipulated Appeals, and 325-75, Retroactive Aid).
- 2. When retroactive initial payments are due because the investigation exceeded the period allowed by law for the particular category of aid as described in Sec. 611-70, Retroactive Initial Payments. The action of the board of supervisors may be an original action on the application (for examples see Sec. 611-70, Examples C, D and E), or it may be a subsequent action to correct the original action where it is found that the beginning date originally established was not in accord with the legal provisions.
- Example: An OAS application which was signed on July 15 was approved by the board of supervisors on September 15, and to start effective October 1. On October 25 the county discovers that and should have been effective September 1 according to the provisions of W&IC Sec. 2183. On November 2 the board of supervisors takes action correcting the erroneous beginning date of and by ordering and paid effective September 1.
- 3. When an authorized award is in effect but through error no payment is made, and the payment due is made within a three-month period, including the month in which no payment was made. No further action by the board of supervisors is necessary.

36)-30 SUSPENSION PROCEDURE OAS, ANB, APSB, ANC

361-30

The board of supervisors may for cause, and upon instructions to do so by the SDSW, shall cancel, suspend, or revoke aid except that an initial payment may not be suspended. (W&IC 2220, 3078.5, 3460; FSS-ADMIN.) The recipient shall be immediately notified of the county's action, the reason therefor, and the right of appeal therefrom. (See Sec. 361-80, Notification to Pecipient of Change in Grant.) (W&IC 2220.5)

Aid shall be suspended by the county when there is neither proof of continued eligibility nor proof of ineligibility. Suspension is the process whereby delivery of a warrant is withheld beyond the month for which the warrant is issued while circumstances which raise question regarding the recipient's continued eligibility are investigated. Upon completion of the investigation suspended warrants are either released to the recipient or canceled. Discontinuance of aid differs from suspension in that aid is discontinued only when the information establishes ineligibility for continued aid. An initial warrant may not be suspended. (See Sec 36:50, Discontinuance of Aid)

Action authorizing the suspension of aid shall be taken by the board of supervisors not later than the first meeting of the month following that for which delivery of a warrant is withheld. Exception: When the county welfare department establishes eligibility prior to the first board of supervisors' meeting of the month following that for which delivery of a warrant is withheld, the warrant may be released without the necessity of board action authorizing the suspension of aid, provided the warrant is delivered on or before the date of such board meeting.

Upon request of the SDSW, an immediate report of every suspension of aid shall be made. Such report shall state the reason for the suspension, the date on which the board of supervisors approved the suspension, and the progress made toward establishing eligibility.

When delivery of a warrant has been withheld but eligibility is subsequently established and the warrant is delivered on or before the last day of the month for which it is issued, suspension action is not necessary. (SEE SEC. 361-80, NOTIFICATION TO RECEPTENT OF CHANGE IN GRANT.)

In ANB and APSB, aid shall not be discontinued or suspended upon receipt of a Physician's Report of Eye Examination (Form Bl 227) which raises question as to the degree of blindness. Such a report shall be considered as conflicting evidence of eligibility in that one or more Forms Bl 227 indicating eligibility were previously obtained. The procedure outlined in Sec. 361-40, Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination, shall be followed.

When information which raises question regarding continued eligibility makes it advisable to withhold delivery of the warrant for a particular month

361-25

- 10. When the SDSW concurs in a county recommendation that retroactive aid be paid. (See Sec. 325-42, STIPULATED APPEALS.)
- 11. Retroactive aid may be paid by the county when a payment was made in conformity with the authorized award and it is subsequently determined that the recipient was eligible to a larger grant, provided it is administratively possible to secure action of the board of supervisors and to deliver the warrant before the end of the second month following that in which the recipient was underpaid.
 - Example A: An OAS recipient receives \$50 in October, a \$10 deduction made because of a son's contribution. On December 5 the county learns that the son ceased his contribution in September, and the recipient has had no other income. He was, therefore, eligible to receive a grant of \$60 for October and for November.

IF IT IS ADMINISTRATIVELY POSSIBLE, THE BOARD OF SUPERVISORS MAY GRANT RETROACTIVE AND DUE FOR OCTOBER PROVIDED THE WARRANT CAN BE DELIVERED NOT LATER THAN DECEMBER 31 AND FOR NOVEMBER PROVIDED THE WARRANT CAN BE DELIVERED NOT LATER THAN JANUARY 31.

- EXAMPLE B: AN AND RECIPIENT RECEIVED A GRANT OF \$35 IN OCTOBER ON JANUARY 21 THE COUNTY VERIFIED THAT INCOME FORMERLY RECEIVED CEASED IN OCTOBER AND THAT THE RECIPIENT MASSENTITLED TO RECEIVE A GRANT OF \$75 FROM NOVEMBER 1. THE BOARD OF SUPERVISORS DOES NOT MEET AGAIN UNTIL FEBRUARY 5. ON THAT DATE THE FEBRUARY GRANT IS INCREASED TO \$75 AND RETROACTIVE AID FOR DECEMBER AND JANUARY MAY BE GRANTED PROVIDED THE RETROACTIVE AID DUE FOR DECEMBER CAN BE DELIVERED NOT LATER THAN THE LAST DAY OF FEBRUARY AND THE RETROACTIVE AID FOR NOVEMBER MAY BE GRANTED ONLY UPON CONCURRENCE OF THE SDSW OR UPON APPEAL TO THE SSWB.
- Example C: ANC in the amount of \$150 was paid for October to meet the Budgetary Defleciency for a family of Mother and Four Children. On November 10, county learned that family had moved to more adequate living quarters and rent for October increased by \$7. The Board of Supervisors may grant \$7 retroactive aid for October provided such action is taken in November or December and the warrant is deliver not later than December 31.

(SEE SEC. 627-30, FEDERAL PARTICIPATION.) (W&IC 1552.5, 1560, 2140, 2220, 3075, 3078.5, 3460; AGO NS4670; FSS-ADMIN.)

361-40 (Continued)

361-40

When a Form Bl 227 is submitted by a recipient prior to the end of the month for which the warrant is being held and the findings of the physician are in agreement with those which raised a question with regard to continued eligibility, the withheld warrant shall be canceled. Aid shall be discontinued as of the last day of the month preceding that for which the warrant is canceled and a Notice of Change (Form Bl 232) shall be sent to the SDSW. (See Sec. 361-50, Discontinuance of Ald.)

Upon the release of the warrant which was withheld because of a cloud on eligibility the warrant for the next or second month shall be issued and its delivery withheld, but not beyond the end of the month for which it is drawn.

If the physician's report of the third eye examination establishes eligibility for continued payments, the withheld warrant shall be delivered to the recipient before the end of the month for which it is drawn and aid shall continue in the amount to which the recipient is eligible.

If the physician's report of the third eye examination establishes ineligibility, or if eligibility is not determined by the end of the second month for which delivery of the warrant was withheld, the warrant shall be canceled and a Form Bl 232 discontinuing aid, effective with the last day of the month preceding that for which the warrant was canceled, shall be forwarded to the SDSW in the usual manner.

Payment of the physician's fee for all eye examinations required by the SDSW shall be the responsibility of the county subject to Federal reimbursement. (See Sec. 235-00, Physician's Reports of Eye Examination; Sec. 645-10, Expenditures for Purposes of Administration; Sec. 645-80, Expenditures for Eye Examination.) (W&IC 3083.1 and 3462.1)

Under no circumstances shall warrants for more than two months be issued and withheld pending clearance of eligibility.

Exception: When an examination by the State Ophthalmologist discloses ineligibility insofar as blindness is concerned aid shall be discontinued without further eye examination. (See Sec. 325-20, RIGHT, PURPOSE, AND SCOPE OF APPEAL.) (W&IC 3050, 3075, 3083, 3460)

361-35 (Continued)

361-16

suspended warrants may be canceled and a new warrant or warrants in the correct amount issued. (See Sec. 361-10, Decrease IN GRANT.) If the original warrant and any subsequently suspended warrants are canceled and a new warrant or warrants issued, the board of supervisors must approve the changed grant and the new warrant or warrants must be issued before the end of the suspension period.

When, during suspension of aid, it is determined that the recipient was eligible to a greater amount of aid than that for which a suspended warrant or warrants were issued, the original warrant or warrants may be released. The additional amount due for a particular month may be retroactively paid, provided the supplementary warrant or warrants are issued and delivered before the end of the second month following that for which the retroactive payment is made, or the original warrant may be canceled and a new warrant or warrants in the correct amount issued. (See Secs. 361-25, Retroactive AID Payments By County, and 361-00, Increase in Amount of AID.)

For method of filing claims see Sec. 626-50, Supplemental Aid Claims.

A Notice of Change (Form Ag, Bl, CA 232) shall be submitted to the SDSW, after action by the board of supervisors, showing the change in the grant, beginning as of the first day of the month in which it was effective. (W&IC 1560,2140, 3075, 3078, 3078.5, 3460)

361-40 CONTINUED ELIGIBILITY QUESTIONED ON BASIS OF PHYSICIAN'S

361-40

REPORT OF EYE EXAMINATION ANB, APSB

When the State Ophthalmologist finds upon review of a Physician's Report of Eye Examination (Form Bl 227) that the facts contained in the report raise a question regarding degree of blindness, aid shall not be immediately discontinued. (See Secs. 180-50, Reexamination of Eyes to Determine Continued Eligibility, 180-25, Successive Eye Examination Reports.) The warrant for the coming month shall be issued in the usual manner but delivery withheld, though not beyond the month for which it is drawn. The recipient shall be immediately notified that continued eligibility is questioned, that continuance of aid is dependent upon clearance of eligibility, and that he may submit a Form Bl 227 from another physician from the approved list.

The submission of a Form Bl 227 from another physician may be dependent upon factors such as health condition of the recipient, proximity to a qualified examiner, etc. When such conditions exist and a Form Bl 227 is not submitted prior to the end of the month for which the warrant is being held, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. A second and final notice shall be sent to the recipient with the released warrant advising that further payment will not be made unless eligibility is immediately cleared.

When the Form Bl 227 secured by the recipient from another physician is in conflict with the one which raised a question regarding continued eligibility, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. An examination by a third physician shall be authorized and paid for by the county in order that a decision may be made on the basis of the two reports which agree. (See Sec. 180-25)

(Section Continued on Next Page)

361-50 (Continued)

361-50

- EXAMPLE 4: AN DAS RECIPIENT WHO HAS NO NEED IN EXCESS OF \$60 EARNS \$30 IN SEPTEMBER AND \$40 IN OCTOBER, NOTHING THEREAFTER. INCOME IS DISCOVERED BY COUNTY ON OCTOBER 27. AID IS DISCONTINUED EFFECTIVE OCTOBER 30 AND RESTORED EFFECTIVE DECEMBER I. HAD NO ADJUSTMENT BEEN NECESSARY, \$60 OAS WOULD HAVE BEEN PAID FOR NOVEMBER (THE MONTH OF ADJUSTMENT). SINCE CONSTRUCTIVE FRAUD WAS DETERMINED TO EXIST THE \$70 OVERPAYMENT IS ADJUSTED TO THE EXTENT OF \$60 BY THE ONE MONTH'S DISCONTINUANCE, AND REPAYMENT OF \$10 SHALL BE REQUESTED. IF THE RECIPIENT HASNO RESOURCES OTHER THAN THE INCOME INCLUDING THE GRANT TO WHICH HE IS CURRENTLY ELIGIBLE, REPAYMENT MAY NOT BE REQUIRED UNTIL AND UNLESS THE RECIPIENT AT SOME FUTURE TIME IS POSSESSED OF RESOURCES FROM WHICH REPAYMENT CAN BE MADE.
- EXAMPLE 5: ON SEPTEMBER 15 THE COUNTY LEARNS THAT AN OAS RECIPIENT EARNED \$55 IN AUGUST AND \$50 IN SEPTEMBER. THE RECIPIENT RECEIVED \$60 AID IN EACH OF THOSE MONTHS. AID WAS DISCONTINUED EFFECTIVE SEPTEMBER 30 AND RESTORED NOVEMBER 1. THE RECIPIENT'S TOTAL NEED BOTH IN AUGUST AND SEPTEMBER WAS \$60, IN OCTOBER, \$75. HE BEGAN RECEIVING A CONTRIBUTION OF \$5 FROM HISSON IN OCTOBER LEAVING AN UNMET NEED OF \$70 IN THAT MONTH. THE \$85 OVERPAYMENT IS ADJUSTED TO THE EXTENT OF \$70 AND REPAYMENT OF \$15 SHALL BE REQUESTED IF THE RECIPIENT COMMITTED ACTUAL OR CONSTRUCTIVE FRAUD AND HAS NO RESOURCES OTHER THAN HIS INCOME INCLUDING THE GRANT TO WHICH HE IS CURRENTLY ELIGIBLE, REPAYMENT MAY NOT BE REQUIRED UNTIL AND UNLESS THE RECIPIENT AT SOME FUTURE TIME IS POSSESSED OF RESOURCES FROM WHICH REPAYMENT GAN BE MADE.
- B. When ineligibility is discovered too late to discontinue aid effective not later than the last day of the month following that in which the ineligibility occurred, aid shall continue if the recipient (child or family unit in ANC) is otherwise eligible. If the delay in discovering income was caused by actual or constructive fraud, a repayment shall be requested by the county to the extent of the aid paid in the month during which the income was received, from resources other than the income, including the grant to which the recipient (child or family unit in ANC) is currently eligible. If mistake of fact occurred, no right of collection exists.
 - NOTE: In ANC when the county finds that the discontinuance would tause hardship, the county is not required to make such adjustment within the current adjustment period and may continue aid in the amount necessary to meet current needs. However, where there is actual or constructive fraud right of collection exists in such instances from resources other than the income including the grant to which the family is currently eligible.

The county record shall contain information on which the determination of hardship is based.

II. Overpayment Due to Excess Property or Factors Other Than Income

If at the time excess property or other disqualifying factors are discovered the recipient (child or family unit in ANC) is currently eligible to continued aid, adjustment for the prior overpayment shall be made provided the month of adjustment (i.e., the month for which aid is discontinued) is not more than two months subsequent to the month of ineligibility.

361-50 DISCONTINUANCE OF AID OAS, ANB, APSB, ANC

361-50

When the recipient (child or family unit in ANC) does not meet the eligibility requirements, aid shall be discontinued. The discontinuance shall be effective as soon as administratively possible after the necessity for discontinuance becomes known (for exceptions in ANC see note following I-B). However, if the ineligibility is not discovered by the county in time to discontinue the aid not later than the last day of the month following that in which the ineligibility occurred, aid shall continue if the recipient (child or family unit in ANC) is otherwise eligible.

If a recipient (child or family unit in ANC) is eligible on the first day of the month, but eligibility status changes at some time during that month for any reason, no overpayment occurs if aid is discontinued at the end of that particular month.

EXAMPLE 1: A RECIPIENT HAVING NO INCOME AND WHOSE NEED WAS NOT MORE THAN \$60 RECEIVED \$60 DAS ON COMMEN 10 HE BEGAN RECEIVING A REGULAR MONTHLY INCOME OF \$75. AID IS DISCONTINUED EFFECTIVE CORDER 37. THERE IS NO REPAYMENT DUE.

EXAMPLE 2: A RECIPIENT RECEIVED \$75 AND ON DECEMBER 1. ON DECEMBER 5 HE RECEIVED \$400 CASH THROUGH INHERITANCE WHICH CAUSED HIS PERSONAL PROPERTY HOLDINGS TO EXCEED \$600. AND IS DISCONTINUED DECEMBER 31. NO REPAYMENT IS DUE.

I. Overpayment Due to Income (and/or Change in Need)

A. When a delay in discovery of income (and/or change in need) makes it impossible to discontinue aid effective the last day of the month in which the income was received, but discontinuance of aid for an otherwise eligible recipient (child or family unit in ANC) is effective the last day of the following month, the discontinuance adjusts for overpayment during the two months preceding the month of adjustment, i.e., the month for which aid is discontinued, to the extent of the difference between total need and the income received in the month of adjustment. Any unadjusted remainder of the overpayment is subject to repayment under the provisions of Sec. 670-85, Overpayments Caused by Income, if the overpayment was due to actual or constructive fraud. If due to mistake of fact no right to request repayment exists.

EXAMPLE 3: FAMILY ELIGIBLE AS OF NOVEMBER I FOR AN ANC GRANT OF \$90. ON NOVEMBER I5 THE FAMILY RECEIVED \$60 INCOME AND THE SAME AMOUNT ON DECEMBER I5. AID WAS DISCONTINUED REFECTIVE DEGEMBER 31 AND RESTORED EFFECTIVE FEBRUARY. HAD NO ADJUSTMENT BEEN MEGESSARY, \$90 AND WOULD HAVE BEEN PAID FOR JANUARY (THE MONTH OF ADJUSTMENT). SINCE CONSTRUCTIVE FRAUD WAS DETERMINED TO EXIST, THE \$120 OVERPAYMENT IS ADJUSTED TO THE EXTENT OF \$90 BY THE ONE MOUNTH DISCONTINUANCE AND REPAYMENT OF \$30 IS REQUESTED. IF THE FAMILY HAS NO RESOURCES OTHER THAN THE INCOME INCLUDING THE GRANT TO WHICH THERE IS CURRENT ELIGIBILITY, REPAYMENT SHALL NOT BE REQUIRED UNTIL AND UNLESS. THE FAMILY AT SOME FUTURE TIME IS POSSESSED OF RESOURCES FROM WHICH REPAYMENT CAN BE MADE.

361-80 NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT OAS, ANB, APSB, ANC

361-80

When aid is increased, decreased, or discontinued, the recipient shall receive written notification of the board of supervisors' action immediately. The notification shall show the amount of the grant and the reason for change in the grant, or the reason for discontinuance. The recipient shall also be notified of his right of appeal to the SDSW for a fair hearing and the case record shall show that such notification was sent. (See Secs. 325-20, Right, Purpose, and Scope of APPEAL, AND 236-30, CONTENT OF CASE RECORD.) (W&IC 1511, 1560, 2016, 2140, 2182, 2220.5, 3075, 3086, 3460, 3473, FSSB)

In addition to the above requirement, the recipient of OAS, ANB, or APSB shall be notified of his right to a hearing before the board of supervisors. He shall also be notified of the source and amount of income which was taken into consideration in determining the amount of the grant. Where total need has been verified to be in excess of \$60 in OAS, or \$75 in ANB, the total need shall be shown on the notification. If in OAS a recipient requests it, he shall be provided with a statement of the particular items in his budget, the amount allowed for each item, and the total need. Such statement shall be provided him within 10 days after the request is made. (W&IC 2016, 2140, 2181.1, 3075, 3087,5,3460, 3473.2)

Notification of Action by the Board of Supervisors (Forms Ag,Bl, CA 239), includes the minimum requirements for notification to the recipient that his aid has been increased, decreased, or discontinued, and shall be used by the county unless a substitute form, which incorporates the information appearing on Forms Ag, Bl, CA 239, is used. (See Sec. 250-10, Reporting Action of Board of Supervisors to Applicant.) (Walc 1560, 2140, 3975, 3460)

When delivery of a recipient's warrant for any month is withheld for reason other than death, beyond the usual delivery date for aid payments, the recipient shall receive immediate notification of the reason for which the warrant with withheld. The notification shall be mailed to the last known address of a recipient and the case record shall show that such notification was sent. Notification of Suspended (Withheld) Aid Payments, Forms Ag, Bl, CA 239A, includes the mimimum requirements for notification to the recipient that his warrant has been suspended or withheld. It shall be used by the county unless a substitute form which incorporates the information appearing on Forms Ag, Bl, CA 239 is used. (W&IC 1560, 2140, 2220.5, 3075, 3460)

361-85 NOTIFICATION TO COUNTY AUDITOR OF CHANGE IN GRANT OAS, ANB, APSB, ANC

361-85

A copy of Notice of Change (Forms Ag, Bl, CA 232) should be sent to the county auditor. There should be complete coordination between the county welfare department and the county auditor so that payrolls each month correctly reflect the current status of all cases for which claim is made. (WEIC 1560, 2140,3075, 3460)

361-50 (Continued)

361-50

When the smount of overpayment is equal to or greater than the amount of the grant to which the recipient (child or family unit in ANC) would otherwise be eligible in the month of adjustment, aid shall be discontinued for one month. (When the amount of the overpayment is less than the amount of the grant to which the recipient (child or family unit in ANC) would otherwise be eligible in the month of adjustment, aid shall be decreased to the extent of the overpayment.) (See Sec. 361-10, Decrease IN GRANT.)

When the disqualifying facts are discovered too late to discontinue aid effective not later than the last day of the month following that in which the ineligibility occurred, or when the discontinuance does not totally adjust the overpayment, right of collection exists pursuant to the provisions of Secs. 670-80, Overpayments Caused by Possession of Excess Property, and 670-90. Overpayments Caused by Other Factors.

EXAMPLE 6: ON OCTOBER 15 COUNTY DISCOVERS THAT RECIPIENT WAS INELIGIBLE TO \$60 OAS FOR SEPTEMBER AND OCTOBER BECAUSE HE POSSESSED \$900 PERSONAL PROPERTY, BUT HIS HOLDINGS ARE REDUCED WITH-IN THE MAXIMUM BY NOVEMBER 1. WERE IT NOT FOR THE OVERPAYMENT OF \$120 (\$60 IN BOTH SEPTEMBER AND OCTOBER) RECIPIENT WOULD BE ELIGIBLE TO A GRANT OF \$60 ON NOVEMBER 1. AID IS DISCONTINUED OCTOBER 31 AND RESTORED DECEMBER 1 IN THE AMOUNT OF \$60. THE DISCONTINUANCE FOR NOVEMBER ADJUSTS FOR \$60 OF THE \$120 OVERPAYMENT. THE UNADJUSTED REMAINDER OF OVERPAYMENT (\$60) IS SUBJECT TO COLLECTION UNDER PROVISIONS OF SEC. 670-80.

Discontinuance of aid is effective as of the last day of the month for which the last warrant was delivered.

(W&IC 8511, 1552.3, 1552.5, 1560, 2020, 2140, 2220, 3075, 3078.5, 3084, 3460, 3472; AGO NS4473)

361-60 CHANGE IN SCHOOL STATUS REPORTED ON NOTICE OF CHANGE

361-60

A change in school status as set forth in Sec. 235-20, School Attendance as Requirement for Federal Participation, shall be reported to the SDSW on the Notice of Change (Form CA 232)(See Sec. 363-15, Recording Change of School Status on Section III of Notice of Change.) (W&IC 1560; FSSA TITLE IV, Sec. 406(A))

361-75 ACTION BY BOARD OF SUPERVISORS ON NOTICES OF CHANGE OAS. ANB. APSB. ANC

361-75

Action of the board of supervisors is required upon all Notices of Change (Form Ag, Bl, CA 232) except those which report school status and change of payes in ANC, change of name of recipient, and changes in guardianship status. (See Sec. 368-90, Notification to SDSW of CHANGE IN GRANT.) (WAIC 1560, 2140, 2184, 3075, 3089, 3460)

362-00 GENERAL INSTRUCTIONS, NOTICE OF CHANGE OAS, ANB, APSB

362-00

362-05

The Notice of Change (Forms Ag, Bl 232), except as it provides for identifying information, is divided into sections, which are designated as Sections I, III, IV, and V.

Section I is used to report information regarding:

- l. Type of change affecting the individual recipient. This includes decrease, increase, restoration or discontinuance of the individual's grant, and a change in the individual's need and/or income although such change requires no grant adjustment. On Bl 232, transfer from ANB to APSB or vice versa is reported in this section. (See Sec. 362-20, REPORTING TRANSFER FROM ANB TO APSB OR VICE VERSA ON NOTICE OF CHANGE, SECTION 1.)
 - 2. Reason for change.
 See Sec. 362-30, Reporting Reason for Change on Notice of Change.
 The reason for discontinuance of aid to the individual is not recorded here but shall be shown in Section II of Forms Ag, Bl 232.
 Instructions for completion of Section II of the Notice of Change are given in Sec. 362-40 for OAS and 362-45 for ANB and APSB.

Section IV is used to request payment to the county for hospital or infirmary care rendered to former recipients, and to request that such payment to the county be discontinued. (See Sec. 362-48, Reporting Payment to County for Institutional Care at Notice of Change, Section IV)

Section V is used to report action of the board of supervisors. (W&IC 2140, 3075, 3460)

362-05 INSTRUCTIONS FOR RECORDING ON NOTICE OF CHANGE, SECTION I
OAS. ANB. APSB

DECREASE, INCREASE, OR RESTORATION:

- Column 1. The type of action is indicated by completing the information called for in the vertical columnar headings (2, 3, 4, etc.) in the space provided opposite "Decrease", "Increase", "Restoration", etc. (See Sec. 362-30, Reporting Reason for Change on Notice of Change, for required recording when OAS is conditionally restored following Discontinuance due to employment.)
- Column 2. Enter the date from which the change is effective, e.g., 8/1/45. When retroactive aid is paid as provided in Sec. 361-25, Retroactive Aid Payments by County, the month for which the retroactive payment was made should be entered in Column 2.
- Column 3. Enter the monthly rate of aid granted from the effective date shown in Column 2. (When aid is restored effective from a day subsequent to the first day of the month, the monthly rate rather than the prorated amount shall be entered.)

361-90 NOTIFICATION TO SDSW OF CHANGE IN GRANT OAS, ANB, APSB, ANC

361-90

The Notice of Change (Form Ag, Bl, CA 232) shall be forwarded to the SDSW as soon as possible but not later than 15 days after board of supervisor's action. The SDSW considers claims on the basis of information at hand at the time claims are audited and approved for payment. Delay in submission of Form Ag, Bl, CA 232 may result in loss of Federal and State participation.

A separate Form Ag, Bl, CA 232 shall be used for each case. The following chart shows the number of copies to be submitted. (W&IC 1560, 2140, 3075, 3085, 3460)

NUMBER OF COPIES OF NOTICE OF CHANGE (FORM AG, BL, CA 232) SENT TO SDSW

Type of Change	Number of Copies					
	OAS	ANB	APSB	ANC		
Discontinuances	2	2	2	2		
Restorations	2	2	2	2		
Increases	1	1	1	1		
Decreases	1	1	1	1		
Changes in need or income, no change in grant (See Sec. 362-25)	1	-1	-	- 1		
Payment to county for institutional care (See Sec. 362-48)	2	2	-	-		
Transfer from ANB to APSB or vice versa (See Sec. 362-20)	-	2	2			
Change of Payee (See Sec. 363-20)	-	-	-	2		
Cancellation of Warrants under Special Suspension Procedure (See Sec. 361-30)	2	2	2	2		
Change in School Status* (See Sec. 235-20)	-	-	-	1		
Change in name of recipient* (See Sec. 362-30)	1	1	1	-		
Change of guardianship status* (See Sec. 230-60)	1	1	1	-		

^{*}Action of board of supervisors on Notice of Change is not necessary.

362-05 (Continued)

362-05

One Form Ag, Bl 232 may be used to report two actions of the board of supervisors on the same case provided both actions occur on the same day.

EXAMPLE: IN ANB AID IS INCREASED ON OCT. 15, EFFECTIVE NOV.1, DUE TO VERIFIED NEED IN EXCESS OF \$75. ON THE SAME DATE, THE BOARD OF SUPERVISORS DECREASES AID EFFECTIVE DEC. 1, AS THE EXCESS NEED EXISTS FOR ONLY ONE MONTH.

When one Form Ag, Bl 232 is used to report two actions, the information reported in Columns 5 and 7 should refer to the first action. Report the necessary information to explain the second action under "Reason for Change."

If aid is restored following release from the county hospital or infirmary, restoration action of the board of supervisors is reported opposite "Restoration".

In OAS and ANB discontinuance of payment to the county for hospital or infirmary care and the restoration of aid may be reported on the same Forms Ag, Bl 232 unless there is a delay in the restoration of aid to the former recipient, in which case separate forms are necessary. There shall be no overlapping of payment to the county for institutional care and payment of aid to the individual. (See Sec. 215-00, Restoration of AID.) (WAIC 2140, 3075, 3460)

362-20 REPORTING TRANSFER FROM ANB TO APSB OR VICE VERSA ON NOTICE OF CHANGE, SECTION I ANB, APSB

362-20

- Column 1. Indicate by check whether recipient is being transferred from ANB to APSB or from APSB to ANB.
- Column 2. Enter the beginning date of aid under the program to which the recipient is being transferred.
- Columns 3, 4, 5, 6, and 7. See Sec. 362-05, Instructions for Recording on Notice of Change, Sec. I.

Discontinuance of aid under the program from which the recipient is being transferred should be reported in Section II, Item C-17. (See Secs. 351-57, TRANSFER PROCEDURE FROM ANB TO APSB OR VICE VERSA, AND 362-45, DISCONTINUANCE OF PAYMENT, SECTION II OF THE NOTICE OF CHANGE) (W&IC 3075, 3460)

362-05 (Continued)

362-05

When retroactive aid is paid as provided in Sec. 361-25, Retroactive Aid Payments by County, enter the monthly rate of aid granted from the effective date shown in Column 2.

- Column 4. Enter the total of all income received other than the CAS, ANB, or APSB grant. (When need in excess of \$60 in CAS or \$75 in ANB has not been established, the sum of Column 3 and Column 4 shall total \$60 in CAS and \$75 in ANB. The total may not exceed or be less than these amounts.)
- Column 5. Enter sources from which income other than OAS, ANB, or APSB is received and amount received from each; e.g., son, John, contributes \$5.00 a month. The total of amounts of income from individual sources, as shown in Column 5, should agree with the figure entered in Column 4.
- Column 6. No entry is made unless the total verified need exceeds \$60 a month in OAS or \$75 in ANB in which case the total need per month is reported here; e.g., if the total need of the recipient is established as being \$80 a month this amount is entered in Column 6.
- Column 7. Except when, in OAS, total need is established on a budgetary basis, report in OAS and ANB the nature and total cost of each item which causes the total need to exceed the basic grant, and the method of verification, e.g., new roof \$80; payments \$8.00 a month. Verified by contractor. When, in OAS total need is established by use of the budgetary method, enter "Form Ag 241 on file".

Transfer from ANB to APSB or from APSB to ANB:

See Sec. 362-20, Reporting Transfer From ANB to APSB or Vice Versa on Notice of Change, Section I.

Discontinuance:

Enter in Column 2 the effective date of the discontinuance. Other columns in Section I are left blank. Section II shall be completed for each discontinuance of aid to the individual.

Change in Need or Income. No Change in Grant:

See Sec. 362-25, Change in Need Or Income - No Change in Grant.

Reason for Change:

See Sec. 362-30, Reporting Reason for Change on Notice of Change.

362-30 REPORTING REASON FOR CHANGE ON NOTICE OF CHANGE OAS, ANB, APSB

362-30

When the reason for change (except discontinuance of aid to the individual) is clearly indicated by the entries in the vertical columns opposite the particular type of change which is effective it need not be repeated under this heading. Report any additional information in this space. When a recipient's aid is discontinued the reason shall be reported in Section II of Forms Ag, Bl 232.

Change of an OAS, NNB, or APSB recipient's name, due to marriage, court order, or for other reasons, shall be reported to the SDSW under "Reason for Change".

Certain changes in guardianship status in OAS, ANB, and APSB shall be reported under "Reason for Change" in accordance with Sec. 230-60, Guardianship.

The month or months for which suspended payment was cancelled as provided in Sec. 361-33, Cancellation of Warrants for Months During Which Recipient was ineligible Under Suspension of Grant Procedure, shall be reported under "Reason for Change".

In reporting restoration following release from a public institution, the exact date of release shall be reported here. In reporting restorations for other reasons, information should be entered here as to the exact date and the reason the recipient became eligible subsequent to discontinuance of aid (SEE SEC. 215-00, RESTORATION OF AID.)

In OAS when reporting restoration of aid following a discontinuance because of employment, report the date the recipient's request for restoration of aid was signed. If all of the facts have been determined when investigation is completed by action of the board of supervisors restoring aid, report "eligibility established". If aid is conditionally restored because the fact of eligibility has not been established at the time the board of supervisors' action was taken, record "conditional restoration presumptive eligibility". See Sec. 361-22, Investigation of Conditional Restoration, for further instructions regarding reporting on conditional restorations.

In ANB, APSB when reporting restoration of aid following discontinuance for any reason, report the date the recipient's request for restoration was signed. (See Secs. 215-00, Restoration of AID, AND 230-95, INVESTIGATION OF REQUEST FOR RESTORATION AFTER DISCONTINUANCE.)

In ANB and APSB when reporting a change from ANB to APSB or vice versa, detailed information regarding the change in type of aid shall be given under "Reason for Change". In APSB this shall include information regarding plan for achieving self-support. (W&IC 2140, 3075, 3078.3, 3460, 3475)

362-25 CHANGE IN NEED OR INCOME - NO CHANGE IN GRANT OAS, ANB

362-25

When income is applied toward verified total need in excess of the statutory maximum, it shall be reported on the Notice of Change (Form Ag, Bl 232) even though the computation of the grant on the basis of need in excess of \$60 in OAS and \$75 in ANB may result in no change in the amount of the aid payment. So long as the need continues to be in excess of these amounts it is not necessary to report subsequent changes in the total need or the income, or both, until such change requires adjustment of the aid payment.

Example As A recipient Heretofore without income is receiving \$60 DAS. In November He receives \$10 Net income from rental. Total need is verified as \$77. Although the grant remains the same, form Ag 232 reporting the computation of the grant on the basis of Need in excess of \$60 shall be submitted. The information is recorded on form Ag 232 opposite "Change in Need or Income = No Change in Grant" and the date shown in Column 2, is the date from which income is applied toward need in excess of \$60.

EXAMPLE B: ON DECEMBER 1, A RECIPIENT OF AND BEGINS TO RECEIVE INCOME OF \$12 A MONTH AND HIS TOTAL NEED IS ESTABLISHED AT \$90. ALTHOUGH HE HAS RECEIVED \$75 AID, FORM BL 232 REPORTING COMPUTATION OF THE GRANT EFFECTIVE DECEMBER 1, ON THE BASIS OF NEED IN EXCESS OF \$75 SHALL BE SUBMITTED. IN FEBRUARY THE INCOME INCREASES TO \$16 A MONTH, BUT TOTAL NEED IS ESTABLISHED AS \$95 A MONTH. THE SUBMISSION OF FORM BL 232 TO REPORT A CHANGE IN THE INCOME AND THE NEED IS NOT NECESSARY AS THE GRANT REMAINS THE SAME. IN MARCH THE INCOME INCREASES TO \$25 A MONTH, BUT TOTAL NEED REMAINS THE SAME. APPROPRIATE ADJUSTMENT IN THE GRANT SHALL BE REPORTED BY SUBMISSION OF FORM BL 232.

When the grant has been computed on the basis of need in excess of the statutory maximum in OAS and ANB and subsequently the grant is determined by deducting the income from the statutory maximum because need is no longer in excess of such amounts, or when the income has ceased, Form Ag, Bl 232 reporting the change in method of grant computation shall be submitted (WAIC 2140,3075)

Example C: An OAS grant of \$60 HAS BEEN REPORTED THIS BEING DIFFERENCE BETWEEN ESTABLISHED NEED OF \$75 AND \$10 INCOME. THE INCOME CEASES. ALTHOUGH THE GRANT REMAINS \$60, INCOME IS NO LONGER APPLIED TOWARD TOTAL NEED IN EXCESS OF \$60. FORM AG 232 REPORTING THE CHANGE BASIS OF THE GRANT COMPUTATION SHALL BE SUBMITTED.

(W&IC 2140, 3075)

363-05 (Continued)

363-05

- Column 2. Record effective date of increase, decrease, restoration, change of payee, or discontinuance. When retroactive aid is paid as provided in Sec. 361-25, Retroactive Aid Payments by County, the month for which the retroactive payment was made should be entered in this column.
- Column 3. Record nature of change; i.e., increase, decrease, restoration, change of payee, or discontinuance opposite the name of each child affected by change. If all children are not affected by the change, enter "No Change" opposite the name of each child for whom no change is being made.
- Column 4. a. In family cases where the grant is determined by the budget method, record the total grant to the family group.
 - b. In cases where the grant is determined on an individual child basis (for children receiving foster care, that is, living with relatives, in family boarding homes, or in institutions), record the total grant for each child opposite the name of the child.
 - c. If the change is effective subsequent to the first day of the month, the monthly grant rather than the prorated amount actually paid for that month should be recorded.
 - d. When retroactive aid is paid as provided in Sec. 361-25, Retroactive Aid Payments by County, enter the monthly grant effective from the date shown in Column 2.
- Column 5. This column shall be completed for each child listed in Column 1. Check "Yes" if child is under 16 and living with eligible payee, or, is over 16, and living with eligible payee and enrolled in school. (See Secs. 628-00, Payees Eligible Under Social Security Act, and 235-20, School Attendance as Requirement for Federal Participation.)

Check "No" if child is:

- 1. Living with payee who is a non-relative, or
- 2. Living with payee of a degree of relationship other than those listed in Sec. 628-00, or
- 3. Is in a boarding home or institution, or
- 4. Is over 16 and not enrolled in school.

One Form CA 232-Rev. may be used to report more than one action of the board of supervisors on the same case provided all actions of the board of supervisors take place on the same day.

Example: On March 28, the board of supervisors acts to discontinue ANC effective February 28, for a child who died February 11, and to discontinue ANC for another child who became 18 on March 24. On the same date, the board of supervisors acts to decrease ANC effective April 1, for two remaining children.

When one Form CA 232-Rev. is used to report more than one action Columns 1 through 5 shall be completed separately for each action.

363-00 GENERAL INSTRUCTIONS, NOTICE OF CHANGE ANC

363-00

The Notice of Change (Form CA 232-Rev.) is divided into six numbered sections in order to facilitate referral to any particular section of the form.

Section I is for reporting information regarding:

- A. Type of change except for change of school status of child/children 16 to 18 who are otherwise eligible for Federal participation.

 (See Section IV.)
- B. Reason for change.

Section II is for reporting reasons for discontinuance.

Section III is for reporting material changes in economic circumstances of discontinued cases. It is to be completed for all discontinued cases except those discontinued because of death.

Section IV is for reporting a change of school status of child/children | 16 to 18 who are otherwise eligible for Federal participation.

Section V is for:

- A. Signature, address and relationship of payee for child/children in home eligible for Federal participation.
- B. The county official's signature certifying that the county has on file the signature of payee for child/children in home ineligible for Federal participation or in an institution.

Section VI is for recording the action of the county board of supervisors. | (W&IC 1560)

363-05 RECORDING ON TOP OF FORM AND SECTION 1 OF NOTICE OF CHANGE 363-05

Under identifying information at the top of the Notice of Change (Form CA 232-Rev.) record the name of county, state and county numbers, date form is prepared, and family name.

Payee from Date of Change: Record the name of the person to whom warrants will be drawn for the care of child/children on and after the effective date of this Form CA 232-Rev. If there is more than one payee for children receiving ANC under the same case number, record name of each payee followed by number in Column 1 which corresponds to child's name.

Complete Section I for increase, decrease, restoration, change of payee or discontinuance. (Reason for discontinuance is reported in Section II.)

Column 1. Record first name of each child receiving ANC under the case number shown under identifying information.

363-10 (Continued)

363-10

- Item B. Date of discovery--Record the date on which the facts causing discontinuance of ANC for the child/children came to the attention of the county.
- Item C. Date ineligibility verified -- Record the date on which ineligibility was verified by the county.
- Item D. Classification--Check the symbol designating the classification under which ANC was being granted at the time of discontinuance.
- Item E. Reason for discontinuance of aid-Check the applicable reason for discontinuance which appears first on the list. For example, if discontinuance is due to increased support from several sources, check the reason which appears first on the list. Likewise, if the aid of several children of one family is discontinued for reasons which differ for the various children, check the reason appearing first on the list.
- Item El. Earnings of father--Check if the child/children now receive adequate care because of support from the employment or increased earnings (including earnings from self-employment) of the father.
- Item E2. Earnings of mother--Check if the child/children now receive adequate care because of support from the employment or increased earnings (including earnings from self-employment) of the mother.
- Item E3. Earnings of dependent child-Check if the child/children now receive adequate care because of support from the employment or increased earnings (including earnings from self-employment) of one or more of the children who have been receiving ANC. Use this item for discontinuance of aid because a child was placed in a foster home for work or wage, or because a child entered the armed services.
- Item E4. Support by stepfather -- Check if the child/children now receive adequate care because of support from stepfather.
- Item E5. Contributions from others--Check if the child/children now receive adequate care because of contributions from persons other than those listed above.
- Item E6. Income from other sources—Check if the child/children now receive adequate care because of income from sources other than those listed in El through E5. Specify briefly the source of income; e.g., life insurance benefits, military benefits, receipt of old age and survivors insurance, income from real property, income from investments.
- Item E7. Subsequent information disproves eligibility originally established—Check if aid is discontinued because subsequent information indicated that the child/children were not eligible for the original grant. Indicate under remarks the specific grounds for ineligibility; e.g., property, residence, classification, etc. Explain briefly how and when ineligibility was discovered.

PUBLIC ASSISTANCE PROGRAM		CONTINUING SERVIC				363-10
363-05	(Continued)					363-08
	EXAMPLE: Col. 1	CoL. 2	CoL. 3	Col. 4	COL 5	
	JOHN GALE JOE Ann	2-28-47	Disc. No Change	(ENTER TOTAL GRANT AFTER DISCONTINUANCE OF ANC FOR JOHN)	YES X X	
	GALE JOE Ann	3-31-48	DISC. No Change	(ENTER TOTAL GRANT AFTER DISCONTINUANCE OF ANC FOR GALE)	X X	
	JOE ANN	4-1-49	DECREASE	(ENTER TOTAL GRANT EFFECTIVE 4-1-47)	X X	

Reason for change: This section is for reporting reasons for change except discontinuances which are reported under Section II.

Increase: State reason for need of increased grant.

Decrease: State reason for decreased grant. If decrease is due to income or increased income, give the source from which such income is being received.

Restoration: In reporting restoration, information should be given in this space as to the reason that the child/children again became eligible subsequent to the discontinuance of ANC.

Change of payee: Give the exact date of change of placement.

Suspension of Aid: When aid continues under the suspension procedure but payments for one or more months are cancelled

(See Sec. 36:#35Cancellation of Warrants for Months During Which Recipient

WAS INELIGIBLE UNDER SUSPENSION OF GRANT PROCEDURE) state the month
or months for which the suspended payments was cancelled
together with the reason for cancellation or cancellations. It is not necessary to fill in any information
under Columns 1, 2, 3, 4, or 5 under Sec. I of Form
CA 232. In this instance, when warrants are cancelled
under the suspension procedure, it is not necessary for
the board of supervisors to discontinue aid and subsequently restore aid since the authorization has been
continuously in effect and, therefore, aid is not discontinued by a cancelled payment. (WAIC 1560)

363-10 DISCONTINUANCE OF AID, SECTION II OF NOTICE OF CHANGE ANC

363-10

If ANC is discontinued for more than one child and the dates required under Items A, B, and C of Section II differ for the children, complete Items A, B, and C for one child and indicate to which child the dates apply. For the other child or children, record under remarks, the dates required under Items A, B, and C, properly identified, and indicate to which child the dates apply.

Item A. Date ineligibility occurred-Record here the date on which ineligibility occurred; i.e., the date on which eligibility ceased for any one of the reasons enumerated below. When ineligibility is due to earnings, the date of ineligibility is not necessarily the date employment began, but rather the date when the earnings actually received plus other income fully meet the family's needs.

(Section Continued on Next Page)

HEVERPSEOPAGEOSE 26, 1946

563-30 (Continued)

563-30

Do not include obligations for medical or dental care, hospitalization, or burials, except payments for such services included in direct money payments which are not separable from payments for other needs. Obligations for medical or dental care, hospitalization, and burials are reported in Part D of Form GR 237. (See Sec. 564-50, Reporting of Other General Relief from County Indigent funds.)

Enter in Column I obligations incurred for the benefit of children for whom aid is granted under the Boarding Homes and Institutions program.

Enter in Column II all obligations incurred for the benefit of Family Groups. Include payments for the specific benefit of the child/children for whom aid is granted and also payments for the benefit of any other member of the Family Budget Unit. Do not include aid paid for the benefit of any person in the household who is not a member of the Family Budget Unit; such aid is reported on Form GR 237.

Enter in Column III the sum of Columns I and II.

Item II. Total Obligations Incurred == Enter the sum of Items 11A and 11B.

Item 11A. Total Basis for State Participation Enter the total amount of obligations incurred for cash payments under each program, excluding county supplemental aid.

The entry in Item 11A, Column I, is comparable to the entry in Item 1, Column A, of the Aid Affidavit (Form CA 800-BHI).

The entry in Item 11A, Column II, is comparable to the entry in Item 1, Column A, of the Aid Affidavit (Form CA 800, revised October, 1946).

The breakdown by source of funds of the payments in which the state participates is given in Items 11A (1), (2), and (3).

563-20 (Continued)

563-20

Only cash payments within the maximum aid grant established by the OAS, ANB or APSB laws are to be reported on Ag and Bl 237 reports. All payments in kind and cash payments in excess of the legal maximum which are specifically for the OAS, ANB, or APSB recipient are to be reported under Section C of Form GR 23%

OAS

Item 11, Total Obligations Incurred (Form Ag 237) is comparable to the entry in Item 1, Column A, of the Aid Affidavit (Form Ag 800).

Item 11A, Federal share (Form Ag 237) is comparable to the entry in Item 6, Column A, of the Aid Affidavit (Form Ag 800).

Item 11B, State share (Form Ag 237) is comparable to the entry in Item 13, Column A, of the Aid Affidavit (Form Ag 800).

Item 11C, County share (Form Ag 237) is equal to Item 11 minus the sum of the entries in Items 11A and 11B. (It is not comparable to any item in the Aid Affidavit.) The county share should not exceed one-sixth of the difference between Item 11 and Item 11A.

ANB, APSB

The sum of the entries in Item 11 (Form Bl 237) for ANB and APSB is comparable to the single entry in Item 1, Column A, of the Aid Affidavit (Form Bl 800).

Item 11A, Federal share (Form Bl 237) for the ANB program is comparable to the entry in Item 6, Column A, of the Aid Affidavit (Form Bl 800).

The sum of the entries in Item 11B, State share (Form Bl 237) for ANB and APSB is comparable to the entry in Item 13, Column A, of the Aid Affidavit (Form Bl 800).

Item 11C, County share (Form Bl 237) is equal to the entry in Item 11 minus the sum of the Federal and State shares (Items 11A and 11B). (It is not comparable to any item on the Aid Affidavit.) The county share may be equal to or less than the state share, but is never greater. (WAIC 2140, 3091 AND 3460)

563-30 PART C. OBLIGATIONS INCURRED FOR ASSISTANCE PAYMENTS
AND

563-30

Section C of Form CA 237 provides for reporting obligations not only for the amount of ANC payments in which the state participates but also for any additional county aid (other than medical or dental care, hospitalization, or burial) given to ANC cases for support of the Family Budget Unit. It includes payments in kind as well as amounts by which cash payments exceed the Basis for State Participation. Counties paying cash supplemental aid in separate warrants should include this amount also.

563 52 DISCONTINUANCE FROM OAS AND AND BECAUSE OF INSTITUTIONAL CARE UNDER W&IC SECS- 2160-7 (OAS) AND 3044-1 (ANB) OAS, ANB

Report cases discontinued from OAS or ANB, because of institutional care, in Item 9 on the Monthly Statistical Report (Forms Ag, Bl 237) for the month in which the last CAS or ANB payment is made. (W&IC 015, 016, 2060.7, 3044.0)

563-54 RESTORAT ON OF FORMER OAS AND ANB RECIPIENTS UPON RELEASE FROM A 563-54 COUNTY HOSPITAL OR INFIRMARY OAS ANB

Report in Items 2, 3, 4, 4A, 7 and 7B or 7C (Ag, Bl 237) the former OAS or ANB recipients for whom the county has been claiming under W&IC Sec. 2160.7 (OAS) or Sec. 3044.1 (ANB), and who are restored to OAS or ANB because of release from a county institution. Report such cases as applications (Items 2, 3, 4 and 4a) and as cases approved (Items 7 and 7B or 7C) in the month in which the county delivers the first OAS or ANB warrant after restoration. (Wall 115, 116)

564-05 SCOPE OF THE GR 237 REPORT

The Monthly Statistical Report on General Relief (Form GR 237) provides for the reporting of case movement and expenditures from general relief or county indigent funds. Note that this report differs from the other monthly statistical reports (Forms Ag, Bl, CA 237) in that the movement of applications is not included. (W&IC 115, 116, 2506)

564-15 COMPLETION OF EACH ITEM ON FORM GR 237

564-15

Each item of the Form GR 237 shall have an entry. Enter "MR" (no record) if the information is applicable but not available. Enter a dash (-) if the information is not applicable. Enter "O" if the information is applicable but no count was recorded for the month. (W&IC 115, 116, 2506)

564-22 DEFINITION OF GENERAL RELIEF REPORTED ON GR 237 REPORT

564-22

General relief, for the purposes of this report, consists of all assistance paid to recipients from county indigent funds except county supplemental aid paid to ANC cases (See Form CA 237, ITEMS 118, 118(1) AND 118(2). It includes hospitalization and other medical and dental care extended to OAS, ANB, APSB, and ANC cases that is separate and distinct from the regular monthly grant. Payments from county indigent funds to certified relief workers on work relief projects authorized and operated by the agency administering the general relief program are also included.

The list below specifies the types of assistance excluded from the GR 237 reports

- 1. OAS, ANB, APSB, and ANC payments (reported on Form Ag, Bl and CA 237).
- 2. County supplemental aid (other than medical) from general relief funds extended to ANC cases; such aid is reported on the Form CA 237 in items 11B, 11B(1) and 11B(2).
- 3. Federal programs, such as FSA and work and construction projects financed in whole or in part from Federal funds
- 4. Relief from private sources.
- 5. Institutional programs.
- War Services programs (reported on Forms WS-6 and WS-7). (Walt 115, 116, 2506)

563-42 PAYMENTS CLAIMED BY COUNTY FOR INSTITUTIONAL CARE OF FORMER OAS 563-42
AND ANB RECIPIENTS
OAS. ANB

Section D of the Monthly Statistical Report (Forms Ag, Bl 237) is provided for reporting information on former OAS and ANB recipients who are receiving institutional care under the conditions set forth in Sec. 165-00, Subvention for Hospital or Infirmary Care. (W&IC 115, 116, 2160.7, 3044.1)

563-44 Item 12. NUMBER OF CASES OAS, ANB

563-44

Report on Forms Ag, Bl 237 the number of former OAS or ANB recipients for whom the county claims payment from the State for hospital or infirmary care in a county institution during the month being reported.

Enter "O" or "none" if there are no cases, but do not leave this item blank. (W&IC 115, 116, 2160.7, 3044.1)

563-46 Item 13. TOTAL AMOUNT CLAIMED FROM THE STATE FOR THIS MONTH OAS, ANB

563-46

Report on Forms Ag, Bl 237 the total State share of the CAS or ANB grants the former recipients received in the month they were admitted to the county institution.

Item 13, Ag 237, is comparable to the entry in Item 5, Column A, Form Ag 800-H, and Item 13, Bl 237, is comparable to Item 5, Column A, Form Bl 800-H. For detailed instructions on the computation of the State payments see Sec. 627-25, County Institutional Claim under W&IC, Secs. 2160.7 and 3044.1. (Wait 115, 116, 2160.7, 3044.1)

563-48 SPECIAL INSTRUCTIONS FOR REPORTING DISCONTINUANCES AND RESTORATIONS OF OAS AND ANB WHEN PAYMENT IS CLAIMED BY THE COUNTY FOR INSTITUTIONAL CARE OAS, ANB

563-48

Sections 563-52 and 563-54 refer to the monthly statistical reporting (Forms Ag, Bl 237) of discontinuances and restorations of OAS and ANB when the county claims payment from the State (under W&IC, Secs. 2160.7 and 3044.1) for hospital or infirmary care in a county institution.

The procedure outlined is an exception to the general rule (see Secs. 561-40 and 562-40) for reporting restorations and discontinuances in the month of action by the board of supervisors. (W&IC 115, 116, 2160.7, 3044.1)

600-00 (Continued)

600-00

LAWS RELATING TO PAYMENT OF AID	OAS	ANB APSB	ANC
TIME OF BEGINNING AID.	2160E 2182 2182.1 2183 2183.9 2200	3044 3082 3084 3086 3090 3444 3450 3460	1527 1550 1551 1552 1558
PAYMENT FOR FULL MONTH IF ELIGIBLE ON FIRST OF MONTH® ALL PAYMENTS OF AID SHALL BE MONTHLY IN ADVANCE BY COUNTY WARRANTS EXCEPT PAYMENTS IN ANC TO BOARDING HOMES AND INSTITUTIONS WHICH MAY BE AT THE END OF THE MONTH®	2160.6	3044 3444 3084 3460	1552.3 1552 1556.5
PAYMENTS TO INMATES OF INSTITUTIONS (INCLUDING PUBLIC HOSPITALS).	2160 E 2160 • 5 2160 • 6	3044 3044*5 3444	1524 1529 1558 1560
	2021	7007	1501
LAWS RELATING TO COLLECTION AND ADJUSTMENTS REFUNDS OF AID SHALL BE REPAID TO FEDERAL AND STATE GOVERNMENTS ACCORDING TO THEIR PROPORTION OF PARTICIPATION IN THE GRANT.	2024	3007 3406	1504
REFUNDS OF AID SHALL BE REPAID TO FEDERAL AND STATE GOVERNMENTS	2024		1504
REFUNDS OF AID SHALL BE REPAID TO FEDERAL AND STATE GOVERNMENTS ACCORDING TO THEIR PROPORTION OF PARTICIPATION IN THE GRANT.		3406 3006	
REFUNDS OF AID SHALL BE REPAID TO FEDERAL AND STATE GOVERNMENTS ACCORDING TO THEIR PROPORTION OF PARTICIPATION IN THE GRANT. RESTITUTION WHEN AID IS OBTAINED FRAUDULENTLY OR ILLEGALLY.	2007	3406 3006	
REFUNDS OF AID SHALL BE REPAID TO FEDERAL AND STATE GOVERNMENTS ACCORDING TO THEIR PROPORTION OF PARTICIPATION IN THE GRANT. RESTITUTION WHEN AID IS OBTAINED FRAUDULENTLY OR ILLEGALLY. EXCESS AID PAID SHALL BE RECOVERABLE AS A DEBT.	2007	3406 3006 3405	
REFUNDS OF AID SHALL BE REPAID TO FEDERAL AND STATE GOVERNMENTS ACCORDING TO THEIR PROPORTION OF PARTICIPATION IN THE GRANT. RESTITUTION WHEN AID IS OBTAINED FRAUDULENTLY OR ILLEGALLY. EXCESS AID PAID SHALL BE RECOVERABLE AS A DEBT. ERRONEOUS REPAYMENTS REFUNDED TO RECIPIENT	2007 2222 2222•7	3406 3006 3405	
REFUNDS OF AID SHALL BE REPAID TO FEDERAL AND STATE GOVERNMENTS ACCORDING TO THEIR PROPORTION OF PARTICIPATION IN THE GRANT. RESTITUTION WHEN AID IS OBTAINED FRAUDULENTLY OR ILLEGALLY. EXCESS AID PAID SHALL BE RECOVERABLE AS A DEBT. ERRONEOUS REPAYMENTS REFUNDED TO RECIPIENT DISCOVERY OF EXCESS PROPERTY OR INCOME AFTER DEATH.	2007 2222 2222.7 2223	3406 3006 3405	
REFUNDS OF AID SHALL BE REPAID TO FEDERAL AND STATE GOVERNMENTS ACCORDING TO THEIR PROPORTION OF PARTICIPATION IN THE GRANT. RESTITUTION WHEN AID IS OBTAINED FRAUDULENTLY OR ILLEGALLY. EXCESS AID PAID SHALL BE RECOVERABLE AS A DEBT. ERRONEOUS REPAYMENTS REFUNDED TO RECIPIENT DISCOVERY OF EXCESS PROPERTY OR INCOME AFTER DEATH. AID RECEIVED IN GOOD FAITH BUT RECIPIENT HAS EXCESS PROPERTY. RELATIVE RESPONSIBLAITY, RECOVERY FROM, CREDITED TO FEDERAL,	2007 2222 2222.7 2223 2223.5	3406 3006 3405 3093	
REFUNDS OF AID SHALL BE REPAID TO FEDERAL AND STATE GOVERNMENTS ACCORDING TO THEIR PROPORTION OF PARTICIPATION IN THE GRANT. RESTITUTION WHEN AID IS OBTAINED FRAUDULENTLY OR ILLEGALLY. EXCESS AID PAID SHALL BE RECOVERABLE AS A DEBT. ERRONEOUS REPAYMENTS REFUNDED TO RECIPIENT DISCOVERY OF EXCESS PROPERTY OR INCOME AFTER DEATH. AID RECEIVED IN GOOD FAITH BUT RECIPIENT HAS EXCESS PROPERTY. RELATIVE RESPONSIBILITY, RECOVERY FROM, CREDITED TO FEDERAL, STATE, AND COUNTY GOVERNMENTS IN PROPORTION TO PARTICIPATION.	2007 2222 2222.7 2223 2223.5 2224	3406 3006 3405 3093	

600-00 PROVISIONS OF THE W&IC REGARDING FISCAL PROCEDURES OAS, ANB, APSB, ANC

500-00

LAWS RELATING TO ESTIMATES, ADVANCES, EXPENDITURES, ADMINISTRATIVE EXPENSE AND CLAIMS.	OAS	ANB APSB	ANC
WHILE FEDERAL GOVERNMENT MAKES GRANTS TO THE STATE A PORTION THEREOF SHALL BE ALLOTTED TO COUNTIES FOR GRANTS AND FOR COSTS OF ADMINISTRATIONS PAYMENT OF STATE MONIES TO COUNTIES IS ALSO AUTHORIZED.	2021 2186 2187	3087 3087.1 3480	1553
METHOD OF COMPUTING AND PAYENG GRANTS AND COSTS OF ADMINISTRATION TO COUNTEES.	\$188	3087.2 348 i	1555
REPORTS OF AID PAID SHALL BE MADE BY COUNTIES AND AUDITED BY SDSW AND STATE CONTROLLER. CLAIMS FOR ANC IN BOARDING HOMES AND INSTITUTIONS SHALL BE FILED AND PAID SEPARATELY.	2189	3087.3 3482	1556 1556.5 1559
SDSW SHALL REQUIRE COUNTY TO BEAR PROPORTIONATE SHARE OF TOTAL EXPENSE OF FURNISHING AID.	114	114	114
Counties (and institutions in ANC) required to comply with all requirements of Law Before receiving apportionment of aid.	2023	3078	1560
COUNTIES SHALL PAY ALL NECESSARY EXPENSE FOR ADMINISTRATION	2185		
STATE APPROPRIATION OF 6/7 OF GRANT FOR EACH COUNTY RESIDENT RECEIVING CAS, AND FULL AMOUNT OF GRANT FOR EACH NON-COUNTY RESIDENT RECEIVING CAS.	2021		, KA
STATE APPROPRIATION OF \$675 PER ANNUM FOR EACH COUNTY RESIDENT RECEIVING AND AND \$750 PER ANNUM FOR EACH COUNTY RESIDENT RECEIVING APSB AND \$900 PER ANNUM FOR EACH NON-COUNTY RESIDENT RECEIVING AND OR APSB.		30 2 5 3420	
ACCEPTANCE OF AID FROM FEDERAL GOVERNMENT SHALL NOT REDUCE MAXIMUM AMOUNT WHICH MAY BE GRANTED.		3004	ia estado
STATE APPROPRIATION OF \$48 PER MONTH FOR EACH NEEDY CHILD WHO HAS COUNTY RESIDENCE, OR IF THERE IS MORE THAN ONE SUCH CHILD IN THE HOME, THE SUM OF \$48 PER MONTH FOR ONE SUCH NEEDY CHILD AND \$24 PER MONTH FOR EACH OF THE OTHER NEEDY CHILDREN. STATE APPROPRIATION OF \$72 PER MONTH FOR EACH NEEDY CHILD WHO HAS NON-COUNTY RESIDENCE, OR \$F THERE IS MORE THAN ONE SUCH NEEDY CHILD IN THE HOME, THE SUM OF \$72 PER MONTH FOR ONE SUCH NEEDY CHILD AND \$36 PER MONTH FOR EACH OF THE OTHER NEEDY CHILDREN. STATE APPROPRIATION OF \$24 PER MONTH FOR EACH NEEDY CHILD FOR WHOM APPLICATION IS MADE BY AN INSTITU-			1510 1512
AMOUNT OF AID TO WHICH ELIGIBLE APPLICANTS, OR CHILD IN ANC IS ENTITLED IS SET FORTH.	2020 2020 05	3084 34 7 2	1511
PAYMENT IN AN AMOUNT AS NEEDED FOR CARE OF EACH CHILD WHOSE APPLICATION IS NOT MADE DIRECTLY TO THE SDSW BY AN INSTITUTION IS AUTHORIZED, STATE S SHARE IS INDICATED.			1511
COUNTY INSTITUTIONAL SUBVENTION. THE STATE'S SHARE OF CAS OR AND RECIPIENT WAS RECEIVING AT THE TIME OF ENTRANCE IN A COUNTY INSTITUTION FOR MEDICAL, HOSPITAL OR INFIRMARY CARE AT COUNTY EXPENSE, SHALL BE PAID TO THE COUNTY.	2160.7	3044.8	

611-50 (Continued)

611-50

- (b) In all other cases when the investigation of the application is not completed by action of the board of supervisors within 60 days from the signing of the application, but eligibility is subsequently verified and aid is granted on the 61st or some subsequent date, aid shall begin on the first of the month in which the board of supervisors grants the application or from the first of the month following the expiration of the 60-day period, whichever is earlier. (See Sec. 611-70, Retroactive Initial Payment.)
 - Example A: Application signed July 15, granted by Board of Supervisors September 15, 60-day period ended September 13. Aid is paid from September 1 as the first of the month in which the Board of Supervisors granted the application is earlier than the 1st of the month following the end of the 60-day period.
 - Example 8: Application signed July 5. 60-day period ended September 3. Application granted by board of supervisors November 8. Aid is paid October 1, as first of month following end of 50-day period is earlier than 1st of month in which board of supervisors granted the application.

THE DAY FOLLOWING THAT ON WHICH THE APPLICATION IS SIGNED REPRESENTS THE IST DAY OF THE INVESTIGATION PERIOD. WHEN THE 60TH OR 30TH CALENDAR DAY FALLS ON A SUNDAY OR LEGAL HOLIDAY, THE FOLLOWING DAY IS CONSIDERED THE LAST DAY OF THE INVESTIGATION PERIOD.

- 4. When an application for aid has been improperly denied and such action is later rescinded, aid shall begin on the date aid would have begun had there been no denial action. (See Secs. 201-25, WHEN APPLICATION TO BE TAKEN AND, 361-25, RETROACTIVE AID PAYMENTS BY COUNTY.)
- 5. Aid shall begin on the date specified by the SSWB in an order awarding aid. (See Sec. 325-70, Decision By SSWB.)

ANB & APSB

1. Aid shall begin on the date the application is signed if the application is granted by the board of supervisors in the same month in which the application is signed.

EXAMPLE: APPLICATION SIGNED SEPTEMBER 6, GRANTED BY BOARD OF SUPERVISORS SEPTEMBER 21.

2. Aid shall begin on the first day of the month in which the application was granted by the board of supervisors when the application was signed in a previous month and 90 days or less have elapsed between the date the application was signed and the date aid was granted by the board of supervisors.

EXAMPLE: APPLICATION SIGNED SEPTEMBER 6, GRANTED BY BOARD OF SUPERVISORS NOVEMBER 16.

OF ATD

611-50 BEGINNING DATE OF AID--NEW APPLICATIONS OAS, ANB, APSB, ANC

611-50

The beginning date of aid on every new application is determined by the law governing the respective category of aid as follows:

OAS

1. Aid shall begin on the date the application is signed if the application is granted by the board of supervisors in the same month in which the application is signed.

EXAMPLES APPLICATION SIGNED SEPTEMBER 6, GRANTED BY BOARD OF SUPERVISORS SEPTEMBER 21.

- 2. Aid shall begin on the first day of the month in which the application was granted by the board of supervisors when the application was signed in a previous month; and
 - (a) In the case of reapplication in the same county following discontinuance because of employment 30 days or less have elapsed between the date the application was signed and the date investigation is completed by action of the board of supervisors.

EXAMPLE: APPLICATION SIGNED SEPTEMBER 6, GRANTED BY BOARD OF SUPERVISORS OCTOBER 3.

(b) In all other cases 60 days or less have elapsed between the date the application was signed and the date aid was granted by the board of supervisors.

EXAMPLE: APPLICATION SIGNED SEPTEMBER 6, GRANTED BY BOARD OF SUPERVISORS OCTOBER 16.

- 3. When the investigation of the application is not completed by action of the board of supervisors within the time limit specified in 2 above, aid shall begin as follows:
 - (a) In the case of reapplication in the same county following discontinuance because of employment when 30 days from the date the request was signed have elapsed, aid shall be restored effective the first day of the month in which the 30-day period expired, by action of the board of supervisors at the first meeting subsequent to the expiration of the 30-day period irrespective of whether the fact of eligibility has been established. The Certificate of Eligibility (Ag 201) reporting such action shall show either that the grant of aid was based on established eligibility or was granted as a "conditional grant = presumptive eligibility". (See Sec. 230-90, Investigation of Application after discontinuance Due to Employment.)

EXAMPLES REAPPLICATION SIGNED SEPTEMBER 10. THE 30-DAY PERIOD EXPIRES OCTOBER 10 AND INVESTIGATION IS NOT YET COMPLETED. AID IS CONDITIONALLY RESTORED AS OF OCTOBER 1 AT FIRST MEETING OF BOARD OF SUPERVISORS SUBSEQUENT TO OCTOBER 10.

611-50 (Continued)

611-50

When application is made for an additional child or children in a family which is in process of investigation or is receiving a grant of aid, the 90-day period begins on the day following that on which the application for the additional child or children is signed. The application for this child requires a separate Certificate of Verification of Eligibility (Form CA 201) and a separate action by the board of supervisors.

- Example A: A mother makes application for ANC for two children on June 5. An additional child living outside the State returns to the home on July 6, before completion of the investigation for the first two children. The mother makes application for ANC for this child on July 8. The 90-day period for the additional child begins July 9.
- Example 8: A mother makes application for ANC for two children on June 5. The application is granted September 15 and aid begins September 1. A child who has been receiving a free home with relatives returns to his mother's home on October 10 and the application for ANC for this child is signed on October 15. The 90-day period for this child begins on October 16. If the application is acted upon by the board of supervisors in January or subsequent thereto, aid begins January 1.

 When eligibility or ineligibility status has not been deter-

When eligibility or ineligibility status has not been determined for one or more of the family group included on the original application and board of supervisors' action is withheld for such child or children until a later date, the 90-day period for the additional child or children begins on the day following that on which the original application was signed. A separate Certificate of Verification of Eligibility (Form CA 201) is required. (See Sec. 250-00, Disposal Of Applications).

- 4. When an application for aid has been improperly denied and such action is later rescinded, aid shall begin on the date aid would have begun had there been no denial action. (SEE SECS. 201-25, WHEN APPLICATION TO BE TAKEN AND 361-25, RETROACTIVE AID PAYMENTS BY COUNTY).
- 5. Aid shall begin on the date specified by the SSWB in an order awarding aid. (See Sec. 325-70, Decision by SSWB)

CAS, ANB, APSB, ANC

The beginning date of aid shall not antedate the signing of the application. Exception: When the recipient transfers from one county to another, the beginning date of aid in the second county may antedate the signing of the application in the second county. (See Sec. 122-50, Removal from County of Residence.) In OAS, when the application is signed within 60 days prior to the date on which the applicant will become 65 years of age, the beginning date of aid shall not be prior to the date on which the applicant became 65 years old.

If investigation established eligibility only from a date subsequent to the date when aid should be effective under the provisions of W&IC Sec. 2183, or 2183.9 in OAS, Sec. 3082 in ANB, Sec. 3460 in APSB, or Sec. 1550 in ANC, aid shall not be granted prior to the date on which the applicant became eligible as established by the investigation.

When the provisions of W&IC Sec. 2183, or 2183.9 in OAS, Sec. 3082 in ANB, Sec. 3460 in APSB, or Sec. 1550 in ANC, indicate that aid should begin from the first of a month preceding that in which the board of supervisors grants the application, but because of ineligibility of the applicant during one or more of such months, retroactive aid is not paid, a statement of the specific reason for the applicant's ineligibility for such payment shall be made on the Certificate of Verification of Eligibility (Form Ag, Bl, CA 201). (W&IC 1550, 1560, 2140, 2183, 2183, 2183, 3075, 3082, 3460; FSS-ADMIN.)

611-50 (Continued)

611-50

3. When the investigation of the application is not completed by action of the board of supervisors within 90 days from the signing of the application, and aid is granted on the 91st or some subsequent day, aid shall begin on the first of the month during which the 90-day period ends. (See Sec. 611-70, RETROACTIVE INITIAL PAYMENTS.)

The day following that on which the application is signed represents the first day of the investigation period. When the 90th calendar day falls on a Sunday or legal holiday, the following day is considered the 90th day. The date on which the board of supervisors acts on the application is the day on which the investigation is completed.

Example: Application signed September 6, granted by Board of Supervisors February 6. As the 90-day period ended December 5, and is paid from December 1.

- 4. When an application for aid has been improperly denied and such action is later rescinded, aid shall begin on the date aid would have begun had there been no denial action. (See Secs. 201-25, WHEN APPLICATION TO BE TAKEN, AND 361-25, RETROACTIVE AID PAYMENTS BY COUNTY.)
- 5. Aid shall begin on the date specified by the SSWB in an order awarding aid. (See Sec. 325-70, Decision by SSWB.)

ANC

1. Aid shall begin on the date the application is signed if the application is granted by the board of supervisors in the same month in which the application is signed.

Example: Application signed September 6, Granted by Board of Supervisors September 21.

2. Aid shall begin on the first day of the month in which the application was granted by the board of supervisors when the application was signed in a previous month and 90 days or less have elapsed between the date the application was signed and the date aid was granted by the board of supervisors.

EXAMPLE: APPLICATION SIGNED SEPTEMBER 6, GRANTED BY BOARD OF SUPERVISORS NOVEMBER 16.

3. When the investigation of the application is not completed by action of the board of supervisors within 90 days from the signing of the application and aid is granted on the 91st or some subsequent day, aid shall begin on the 1st of the month during which the 90-day period ends. (See Sec. 611-70, RETROACTIVE INITIAL PAYMENTS.)

Example: Application signed September 6, granted by Board of Supervisors December 10. As the 90-day period ended December 5, all begins December 1.

The day following that on which the application is signed represents the first day of the investigation period. When the 90th calendar day falls on a Sunday or a legal holiday, the following day is considered the 90th day. The date on which the board of supervisors acts on the application is the date on which the investigation is completed.

611-55 (Continued)

611-55

EXAMPLE 8: CIRCUMSTANCES SAME AS ABOVE EXAMPLE EXCEPT THAT THE NEXT MEETING OF THE BOARD OF SUPERVISORS SUBSEQUENT TO THE EXPIRATION OF THE 30-DAY PERIOD IS 12/2. AID IS CONDITIONALLY RESTORED FROM 11/1 BY BOARD OF SUPERVISORS ACTION ON 12/2.

In every case in which aid is conditionally restored and the facts subsequently secured establishes eligibility to the amount of aid paid from the effective date of such restoration, the further action of the board of supervisors confirming the "conditional" restoration shall be reported to the SDSW on a Notice of Change (See Sec. 362-30.)

The day following that on which the former recipient requests restoration represents the first day of the investigation period. When the 30th day falls on a Sunday or a legal holiday, the following date is considered the 30th day. (See Sec. 611=70, Retroactive Initial Payments.)

ANB, APSB

When restoration is requested following discontinuance for any cause, aid shall begin not later than the first of the month following the request for restoration if eligible.

ANC

Restorations shall be effective as of the first day of the month in which action is taken by the board of supervisors unless the status of eligibility requires the board of supervisors to specify a later date, (W&IC 2140, 2182, 2183, 2)

321-60 INITIAL PAYMENTS
OAS, ANB, APSB, ANC

611-60

Initial payments are the first payments made on new applications and restorations.

Initial payments of aid shall be made within the month for which such aid is granted or not later in the following month than the time when such payments would normally be issued under the county's customary fiscal procedure, except in the instances listed in Sec. 611-70, Retroactive Initial Payments. Initial payments may not be suspended. (See Sec. 361-30, Suspension Procedure.)

When aid begins on the first day of a month, payment shall be made for the full month. When aid begins during a month, the initial payment shall cover only the portion of the month for which aid is granted including the beginning day. (W&IC 1550, 1560, 2:40, 2:82, 2:83, 2:83, 9, 3075, 3082, 3084, 3460; FSS-ADMIN.)

611-55 BEGINNING DATE OF AID--RESTORATIONS
OAS, ANB, APSB, ANC

611-55

The effective date of restoration of aid is governed by the code provisions for the specific category of aid.

OAS

Restorations shall be effective as of the first day of the month in which action is taken by the board of supervisors unless the status of eligibility requires that the board of supervisors specify a later date, except when restoration is requested following discontinuance due to employment.

When OAS was discontinued because of employment and following such discontinuance the former recipient makes request to the same county for restoration, the date of the written request for restoration (SEE SEC. 215-05, APPLICATION OR RESTORATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT) governs the beginning date of aid as follows:

1. When all of the facts have been determined and the investigation is completed by action of the board of supervisors in the same month in which the request is signed the aid is restored from the date of the written request.

Example: Restoration is requested on March 16, Granted by Board of Supervisors on March 23. Ald BEGINS March 16.

2. When the request for restoration was signed in a previous month, the facts have been determined, and 30 days or less have elapsed between the date the request was signed and the date investigation is completed by action of the board of supervisors, the aid is restored from the first day of the month in which the board of supervisors act.

EXAMPLE: RESTORATION REQUESTED, SIGNED ON MARCH 16, GRANTED BY BOARD OF SUPERVISORS ON APRIL 15. AID BEGINS APRIL 1.

3. When 30 days from the date the request was signed have elapsed, aid shall be restored, effective the 1st day of the month in which the 30-day period expired, by board of supervisors' action at the first meeting subsequent to the expiration of the 30-day period irrespective of whether the fact of eligibility has been established. The Notice of Change (Ag 232) reporting such action shall show either that the restoration was based on established eligibility or was a "conditional" restoration based on presumptive eligibility. (See Secs. 215-05, Application or Restoration after Discontinuance due to employment, and 362-30, Reporting Reason for Change on Notice of Change.)

Example A: Restoration requested 10/14, 30 days expire 11/13, next meeting of Board of Supervisors is on 11/21. All information necessary to the restoration has been secured except verification of net income from real property. Aid is "conditionally" restored effective 11/1 on the Basis of Man's Statement as to amount of net income received.

611-70 (Continued)

611-70

In ANB or APSB when the investigation of a request for restoration in the same county is not completed and action taken during the month immediately following the date for restoration and the payment of retroactive aid is necessary the payment of such retroactive aid represents the initial payment. (See Secs. 215-00, Restoration of AID, and 230-95, Investigation of Request for Restoration after discontinuance.)

The amount of the grant for each month for which retroactive aid is paid shall be the amount to which the applicant (child or children in ANC) is eligible. (See Secs. 201-25, When Application to be Taken, and 250-00, Disposal of Applications.)

- Example B: The 60-day period expired September 27, but determination of eligibility for OAS by Board of supervisors action is not until November 3. Aid is granted effective October 1. The applicant has a regular income of \$25 a month from a Veteran's Pension and \$4 a month value of occupancy making a total income of \$29 a month. This recipient has requested that his needs be determined on a budgetary basis and total needs are found to have been \$67 in October, but increased to \$77 on November 1. On November 3, therefore, aid is granted effective October 1, and the Certificate of Eligibility shows a total need of \$67, income \$29. Grant of aid \$38. Also on November 3 the board of supervisors acts on a Notice of Change increasing aid to \$48 effective November 1. (Total need \$77 less income \$29 equals \$48). The October grant of \$38 and the November grant of \$48 are both delivered in November.
- Example C: Application for ANB signed July 8. The 90-day period terminated October 6, but the application is not granted by the board of supervisors until November 8. Aid is granted from October 1, the first of the month in which the end of the 90-day period occurred. In October, the applicant received \$15 net rental, income but no subsequent rental was received due to vacancy. As the applicant did not have excess need for October, \$60 is granted for that month and this amount is reported on the Certificate of Eligibility. A Notice of Change increasing the grant to \$75 effective November 1 is also acted upon by the Board of supervisors on November 8. The warrants for October and November are delivered in November.
- Example D: The 90-day period terminated October 13, but the application for ANC is not granted until November 8. Aid is granted from October 1, the first day of the month in which the end of the 90-day period occurred. In October, the family unit had income from the mother's earnings in the amount of \$40, which left a budgetary deficiency of \$60. This employment was for October, only, and the amount needed to meet the budgetary deficiency subsequent to October was \$100. Aid for October was granted in the amount of \$60, and is so reported on the Certificate of Eligibility. On the same date that the board of sufervisors granted aid in the amount of \$60, effective October 1, a Notice of Change increasing aid effective November 1, is acted upon. The November warrant for \$100, together with the October warrant of \$60, is delivered in November. (M&IC 1550, 1560, 2140, 2183, 2183.9, 3075, 3082, 3460)

611-70 RETROACTIVE INITIAL PAYMENTS OAS, ANB, APSB, ANC

611-70

Initial grants of aid shall be paid for months prior to action by the board of supervisors on an application in the following instances: (See Sec. 361-25, RETROACTIVE AID PAYMENTS BY COUNTY)

- 1. When aid is granted on appeal by the SSWB or by the board of supervisors.
- 2. When the SDSW concurs in a county recommendation that retroactive aid be paid. (SEE SEC. 325-42, STIPULATED APPEALS.)
- 3. When retroactive aid is granted because an application for aid has been improperly denied and such action is later rescinded. (See Secs. 600-50) Beginning Date of AID--New Applications, and 201-25, When Application to be Taken).
- 4. In OAS, when aid is conditionally restored after discontinuance due to employment and the board of supervisors acts to restore aid conditionally in the month following that in which the 30-day period ended.
- Example: OAS request for restoration after discontinuance due to employment is signed on Feb-RUARY 25; INVESTIGATION NOT COMPLETED MARCH 27. NEXT BOARD OF SUPERVISORS' MEETING ON APRIL 5. ON THIS DATE BOARD OF SUPERVISORS APPROVES CONDITIONAL RESTORATION OF AID AS OF MARCH #.
- 5. When retroactive aid is granted because the investigation is not completed by action of the board of supervisors within 60 or 90 days after application is made. (See the following paragraphs in this section.)

In OAS when the investigation has required more than 60 days on new applications and in ANB, APSB, and ANC when the investigation has required more than 90 days for completion and the payment of retroactive aid is necessary, the payment of such retroactive aid represents the initial payment. Such payment will not be made in the month or months for which the retroactive aid is granted. In such cases, the retroactive payments shall be made in the month of board of supervisors action granting the application. (See Secs. 611-56, Beginning Date of AID--RESTORATIONS; AND 627-30, FEDERAL PARTICIPATIONS.)

EXAMPLE A: AN ANB, APSB, OR ANC APPLICATION SIGNED AUGUST 5, APPROVED BY BOARD OF SUPERVISORS THE FOLLOWING JANUARY 10 WITH AID TO BEGIN NOVEMBER 1. NOVEMBER, DECEMBER, AND JANUARY PAYMENTS SHALL BE MADE IN JANUARY.

611-95 REISSUANCE OF WARRANTS OAS, ANB, APSB, ANC 611-95

Whenever a warrant has been lost or destroyed before it has been paid by the county treasurer, the amount due may be recovered by the payee by filing with the county auditor prior to the time the warrant shall become void as provided in Sec. 611-90, an affidavit setting forth the fact of the loss or destruction of the warrant, together with all material facts relative thereto known to the affiant, the amount, the name of the payee, and the date and number of the warrant if the same are known to the affiant. Upon receipt of the affidavit, and without the filing of any bond by the payee, the county auditor shall issue and deliver to the payee of the original warrant a duplicate warrant bearing the same date as the original warrant for the full amount of the original warrant and the county treasurer shall pay the duplicate warrant in lieu of the original warrant. Such duplicate warrant must be presented for payment within the same time limit set for the original warrant. A warrant shall be considered to have been lost if it has been mailed and has not been received by the addressee within 20 days after the date of mailing. (W&IC 1560, 2140, 3075, 3460; Fol. C. 4082)

612-00 FINANCIAL RECORDS FOR INDIVIDUAL CASES OAS, ANB, APSB, ANC

612-00

The following procedure is advised:

An individual account should be kept in the county for each recipient of aid. Such a record should include the name of the grantee and/or payee, the State case number, the amount of the grant, the effective date of the grant, all changes in the rates of aid, the effective dates of such changes, the dates of payment and warrant numbers. All payments should be posted to these accounts. Cancellations, collections, and other adjustments should be recorded.

These records should be filed in numerical sequence by State number. The issuance of warrants and payroll listings should follow the same order to facilitate posting. (W&IC 1560, 2140, 3075, 3460)

611-80

611-80 PAYMENTS MADE UPON ORDER OF THE SSWB OAS, ANB, APSB, ANC

Payment shall be made in the amount awarded and for the period designated by the order of the SSWB in cases of appeal. State participation is available in all such payments. Federal participation is available for retroactive payments in such cases for not more than two months immediately preceding the month in which the appeal is signed (SES SEC. 325-20, RIGHT, PURPOSE, AND SCOPE OF APPEAL), except in APSB and certain ANC cases where there is no Federal participation. (SEE SEC. 325-90, DISPOSITION OF CASE AFTER SSWB DECISION) (WAIC 1552, 1560, 2140, 2182, 3075, 3086, 3460)

611-90 CANCELLATION OF AID WARRANTS OAS, ANB, APSB, ANC

611-90

Any warrant issued in payment of aid shall not be redeemed and shall be void if not presented for payment within six months after date of issuance. Every aid warrant should carry notice of this fact conspicuously on its face in order that persons holding such warrants will present them for payment within the time limit specified. The following wording is suggested: "Void after six months from date of warrant." (W&IC 1560, 2140, 3075, 3460; POL. C. 4095)

26-20 FORMS USED IN AID CLAIMS OAS, ANB, APSB, ANC

626-20

OAS, ANB, APSB, and ANC Voucher Aid Claims consist of the following form:

- 1. Aid Affidavit (Forms Ag, Bl, CA 800) which certifies to the total amounts of Federal and State aid claimed, as approved by the board of supervisors;
- 2. Aid Pay Roll (Forms Ag, Bl, CA 801) which shows all payments made to recipients of aid (excluding aid paid under Sec. 1556.5 of the W&IC for children maintained in boarding homes or institutions)as approved by the board of supervisors;
- 3. Recapitulation Sheet (Forms Ag, Bl, CA 802) which shows the column totals as derived from the pay rolls and the computations of State and Federal participations
- 4. Report of Adjustments (Form ABC 803) which shows adjustments or collections made during the month. Repayments of aid classified as collections or adjustments shall not be commingled but shall be reported on separate schedules (Form ABC 803).
- 5. Report of Canceled Warrants (Forms Ag, CA 804, and Bl 804, formerly Bl 20 DFA) which shows warrants canceled during the month on which participation was allowed in previous months;

OAS and ANB County Institutional Claims consist of the following forms:

- 1. Aid Affidavit (Forms Ag, Bl 800-H) which certifies to the total amount of State aid claimed, as approved by the board of supervisors;
- 2. Claim for State Aid for Care of Needy Aged or Blind Persons in County Institutions (Forms Ag, Bl 801-H);
- 3. Report of Adjustments (Form ABC 803) which shows adjustments made during the month.

ANC-BHI Aid Claims consist of the following forms:

- 1. Aid Affidavit (Form CA 800 BHI) which certifies to the total amount of State aid claimed, as approved by the board of supervisors.
- Aid Pay Roll (Form CA 801 BHI) which shows all recipients of ANC maintained in BHI (excluding children in a boarding home maintained by a relative or legally appointed guardian) as approved by the board of supervisors;
- 3. Report of Adjustments (Form ABC 803) which shows adjustments or collections made during the month. Repayments of aid classified as collections or adjustments shall not be commingled, but shall be reported on separate schedules (Form ABC 803).

PUBLIC ASSISTANCE PROGRAM

626-00 METHOD OF CLAIMING FOR PARTICIPATION BY FEDERAL AND STATE GOVERNMENTS

626-00

OAS. ANB. APSB. ANC

Participation in aid paid by the counties under the OAS, ANB, APSB, and ANC laws is allowed by the State and Federal governments on the basis of monthly claims filed by each county. Claims for Federal and State participation are combined on one form. Separate claims are filed for each category of aid except ANB and APSB which are combined as one claim. There is no Federal participation in the APSB program. (W&IC 1556, 1556.5, 2189, 3087.3, 3482; FSS ADMIN.)

626-10 TYPES OF AID CLAIMS OAS, ANB, APSB, ANC

626-10

There are two types of county aid claims:

1. Voucher

OAS

ANB-APSB (combined as one claim)

ANC

Cash

OAS-County institution ANB-County institution ANC-BHI

Voucher aid claims include all aid payments made by counties except those for children maintained in BHI. (SEE SECS. 628-10, STATE AUDIT OF AID CLAIMS, AND 626-20, FORMS USED IN AID CLAIMS.) After audit and approval by SDSW, voucher aid claims are applied as credits against the quarterly advances covering the months for which such aid claims are made. (SEE SECS. 601-00, TO 601-99, ESTIMATES, ADVANCES, EXPENDITURES.)

Cash claims are certified to the State Controller for payment after audit and approval by the SDSW. No cash is advanced to counties to cover these claims.

County institutional claims cover State payments to counties, as provided in Secs. 2160.7 and 3044.1 of the W. Y I. C., for medical, hospital or infirmary care extended to former CAS and ANB recipients confined in county hospitals or infirmaries. (SEE SECS. 165-15, BASIS FOR STATE PAYMENT -- COUNTY INSTITUTIONAL CLAIM UNDER WAIC SECS. 2160.7 AND 3044.19 AND 627-25, COUNTY INSTITUTIONAL CLAIM UNDER WAIC SECS. 2160.7 AND 3044.1)

BHI aid claims include all payments for children who have been placed in boarding homes or institutions and payments for whom are based upon fixed monthly rates in lieu of family budgets, excluding payments for children who are in a boarding home maintained by a relative or legally appointed guardian. The latter are included in the voucher aid claims. (W&IC 1556, 1556.5, 2160.7, 2189, 3044.1, 3087.3, 3482)

625-40 (Continued)

626-40

Both copies of each aid claim shall be legible and identical. Care shall be taken that corrections made on one copy are made on the other copy, that no pages are missing or defaced; that the same items appear on the same page of each copy; that related items in the various columns on the forms are in alignment; and that all pages are numbered.

Aid claims shall include all county approved cases on which aid has been paid for the current month. Payments made during the current month for previous months shall also be included in the claim for the current month, but shall be listed on a separate supplemental pay roll. (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS.) (W&IC 1510, 1511, 1512, 1556, 1556.5, 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

County institutional claims in QAS and ANB should include all persons confined in county hospitals or infirmaries during the current month who meet the requirements of Secs. 2160.7 and 3044.1 of the W&IC. (See Secs. 627-25, County INSTITUTIONAL CLAIM UNDER W&IC Secs. 2160.7 AND 3044.1, 629-99, COUNTY AID CLAIM FORMS, AND 165-00, SUB-VENTION FOR HOSPITAL OR INFIRMARY CARE) (W&IC 2140, 2160.7, 3075, 3044.1)

626-45 CLAIMS ON SUSPENDED AID PAYMENTS OAS. ANB. APSB. ANC

626-45

A claim shall always be made on the monthly pay roll for any suspended case, and the pay roll shall be allowed as claimed. When the warrant covering the claim is not paid and is later canceled, the cancelation shall be reported on a subsequent monthly claim. When not reported, the SDSW shall deduct the punt of the canceled warrant from a subsequent claim on the basis of the Notice of Change (Forms Ag, Bl, CA 232) previously sent to the SDSW. (See Secs. 361-30, Suspension Procedure, 361-35, Changes in Amount of Grant During Suspension of Aid, 626-50, Supplemental Aid states and 628-05, Reporting of Canceled Aid Warrants.)

Federal participation is available on suspended aid payments other than initial payments, provided other Federal eligibility requirements are met, and provided the warrant for any month is delivered by the end of the second month following the month for which the aid payment was suspended. (W&IC 1556, 1556.5, 1559 2140, 2159, 3075, 3087.3, 3460, 3482; FSS-ADMIN.)

626-50 SUPPLEMENTAL AID CLAIMS OAS, ANB, APSB, ANC

626-50

Aid claims supplementing the original claims filed for prior months are approved by the SDSW only when retroactive payments are made as specified in Sec. 361-25, Retroactive Aid Payments by County, and under the following conditions:

1. In ANC, when investigation of eligibility for one or more of the family group included either on the original application or on a separate subsequent application is completed by a later board action

626-20 (Continued)

626-20

4. Report of Canceled Warrants (Form CA 804) which shows warrants canceled during the month on which participation was allowed in previous months;

(W&IC 1556, 1556.5, 2160.7, 2189, 3044.1, 3087.3, 3482)

626-30 COUNTY DESIGNED AID CLAIM FORMS OAS, ANB, APSB, ANC

626-30

The information required on SDSW prescribed forms is the minimum information permissible. Any special county forms shall contain all items required on prescribed SDSW forms. When SDSW forms are not adaptable to special mechanical equipment of a county, forms designed by the county may be used upon approval by the SDSW. (M&IC 1556, 1556.5, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

626-40 SUBMISSION OF AID CLAIMS OAS, ANB, APSB, ANC

626-40

Aid claims shall be submitted to the SDSW in duplicate immediately after the end of the month during which aid payments are made. The ability of the SDSW to submit quarterly statements of expenditures as required by the Federal Government, depends upon the prompt submission of aid claims by the counties. Every county should so organize its procedures that it can transmit monthly aid claims immediately after the end of the month and not later than the tenth of the subsequent month.

If the signature of the chairman of the board of supervisors cannot be obtained on the affidavits (Forms Ag, Bl, CA 800; Ag, Bl 800-H; CA 800-BHI) prior to the tenth day of the subsequent month, the duplicate copies of the affidavits, together with both copies of all supporting pay rolls and schedules, shall be submitted without the chairman's signature. The original copies of the affidavits shall be held and forwarded as soon as the signature is obtained.

Cases listed on all pay rolls except ANC-EHI shall be in state case number order, with the following exception: Cases which have not yet been assigned state numbers shall be listed at the end of the pay roll in alphabetical order. Additional pay rolls for the current month shall be compiled as prescribed above, cross-referenced to, and combined with the main pay roll and submitted as one claim.

On ANC-BHI pay rolls the boarding home payees shall be listed in alphabetical order with the children in each home listed in state case number order immediately following the name of such payee. Children living in more than one bearding home during the month will be listed under each payee involved. When a child is committed by a court to an agency or a probation officer, and such agency or probation officer is the payee, the boarding home or institution in which the child is placed shall be shown in the regular alphabetical order on the pay roll, and the children in the home during the month are to be listed underneath in state case number order.

626-50 (Continued)

626-50

Example: Retroactive aid is granted by the SSMB from April 1, 1946, through December 31, 1946, and is paid by the county in January 1947. Two recapitulation sheets are prepared, one covering the months of April through September, and one covering the months of October through December. The payroll for prior nonths and both recapitulation sheets are attached to the regular January Claim. The totals shown on both recapitulation sheets are combined and carried formard to the column for prior periods on the January Aid Affidavit (form Ag, BL, CA 800).

See Sec. 627-30, Federal Participation, for the method of computing the

Federal share on supplemental payments.

Due to the change in the ratio of state participation effective August 1, 1947, in QAS, and October 1, 1947, in ANB and APSB, separate recapitulation sheets (Form Ag, B1 802 effective October 1, 1947) shall be filed covering supplemental aid for months subsequent to those dates.

EXAMPLE: RETROACTIVE OAS IS GRANTED BY THE SSWB FROM JUNE 1, 1947, THROUGH OCTOBER 31,1947, AND IS PAID BY THE COUNTY IN NOVEMBER 1947. TWO RECAPITULATION SHEETS ARE PREPARED, ONE COVERING THE MONTHS OF JUNE AND JULY AND ONE COVERING THE MONTHS OF AUGUST THROUGH OCTOBER. THE TOTALS SHOWN ON THE TWO RECAPITULATION SHEETS ARE COMBINED AND CARRIED FORWARD TO THE COLUMN FOR PRIOR PERIOD ON THE NOVEMBER AND AFFIDAVIT.

Documents substantiating amounts claimed shall be on file with SDSW, as provided in Sec. 628-10, State Audit of Aid Claims. (W&IC 1550, 1556, 1560, 2140, 2183.2, 2189, 3075, 3082, 3087.3, 3460)

626-60 IDENTIFICATION ON AID PAY ROLLS OAS, ANB, APSB, ANC

626-60

The following information shall be included on each aid pay roll(Forms 5, Bl, CA 801, CA 801-BHI): county filing claim; month and year for which laim is filed; warrant numbers and dates (except on county hospital claims): State case numbers; and apportionment of grants. (See Sec. 627-20, APPORTIONMENT OF COURTS.)

In OAS, ANB, and APSB, the recipient's name shall be shown exactly as it appears in the signature on his Application (Forms Ag, Bl 200) and on the warrant. When a guardian of the estate or of the person and estate has been legally appointed, both the name of the guardian and the recipient are shown on the aid pay roll (Forms Ag, Bl 801).

In ANC, the name of the payee shall be shown exactly as it appears on the application (Form CA 200) or latest Notice of Change (Form CA 232) and the warrant, with the family and given names of all the children for whom aid has been granted. The total numbers of children in each family budget unit eligible and ineligible to Federal participation are also shown on the aid payroll (Form CA 801).

(SEE SEC. 610-40, IDENTIFICATION ON WARRANTS, SEC. 202-20, THE APPLICATION FORM AND SEC. 629-99, COUNTY AID CLAIM FORMS.) (W&IC 1556, 1556.5, 2140, 2189, 3087.3, 3482)

626-50 (Continued)

626-50

but no retroactive payment is made because the full budgetary needs of the additional child were met in the original grant for the family unit. (See Sec. 250-00, Disposal of Applications, and 611-50, Beginning Date of Ald-New Applications.) In this instance, state reimbursement may be obtained retroactively by filing a supplemental claim covering the balance of state participation due for the additional child/children on the basis of the amount originally paid. No Federal reimbursement is available prior to the first of the month in which the board of supervisors takes action for the additional child/children.

2. When warrants are issued in lieu of canceled warrants. (SEE SEC. 528-06, CLAIM FOR WARRANTS ISSUED IN LIEU OF CANCELED WARRANTS.)

A separate supplemental pay roll (Forms Ag, Bl, CA 801 and CA 801=BHI) shall be prepared each month. It shall cover all of the retroactive payments made during that month for prior months, shall be attached to the regular current month's pay roll, and shall be submitted to the SDSW under one affidavit. The supplemental pay roll shall be marked "Supplement for prior months," shall show the month during which payments are made, and shall clearly indicate the amount paid for each month and the month for which each payment is made.

A separate Recapitulation Sheet (Forms Ag, Bl, CA 802, revised October 1, 1946) shall be submitted covering the supplemental claim for prior months after October 1, 1946, and shall be marked "Supplement for prior months." The totals shall be carried forward to the column for prior months on the Aid Affidavit (Forms Ag, Bl, CA 800 and CA 800-BHI).

EXAMPLE: IN JANUARY, AID IS APPROVED TO BEGIN ON NOVEMBER 1, AND IN JANUARY WARRANTS ARE IS—
SUED FOR NOVEMBER, DECEMBER, AND JANUARY. THE JANUARY WARRANT IS REPORTED ON THE REGULAR
CURRENT PAY ROLL BUT A SEPARATE SUPPLEMENTAL JANUARY PAY ROLL IS PREPARED COVERING THE AID
PAID FOR BOTH NOVEMBER AND DECEMBER AND IS MARKED "SUPPLEMENT FOR PRIOR MONTHS." ALL OTHER
WARRANTS ISSUED IN JANUARY FOR PRIOR MONTHS ARE ALSO INCLUDED ON THE SAME SUPPLEMENTAL JANUARY PAY ROLL. THE AMOUNT PAID FOR EACH MONTH FOR EACH CASE IS CLEARLY REPORTED. THE REGULAR PAY ROLL AND RECAPITULATION SHEET COVERING PAYMENTS MADE FOR THE MONTH OF JANUARY AND
THE JANUARY SUPPLEMENTAL PAY ROLL AND RECAPITULATION SHEET FOR PRIOR MONTHS ARE SUBMITTED AS
ONE CLAIM. (EXCEPTION: THERE IS NO RECAPITULATION SHEET FOR BHI CLAIMS.) THE TOTALS FOR
EACH PAY ROLL ARE CARRIED FORMARD TO THEIR RESPECTIVE COLUMNS FOR CURRENT AND PRIOR MONTHS
ON THE JANUARY AID AFFIDAVIT (FORMS AG, BL, CA 800 AND CA 800-BHI).

Due to the change in Federal participation effective October 1, 1946, when retroactive aid is claimed for months prior to October 1, 1946, another separate recapitulation sheet (Forms Ag, Bl, CA 802 effective January 1,1944) shall be filed covering all months up to that date. The totals on the recapitulation sheet for months before October 1, 1946, and the totals on the recapitulation sheet for months after October 1,1946, shall be combined in the column for prior periods on the Aid Affidavite (forms Ag, BL, CA 800).

627-10 CHART OF FINANCIAL PARTICIPATION IN GRANTS OF AID OAS, ANB, APSB, ANC

627-10

CATE_ GORY OF	TYPES OF PARTICIPATION	MAXIMUM MONTHLY GRANT		RATIO OF PARTICIPATION	
AID			FEDERAL SHARE	STATE SHARE	COUNTY SHARE
OAS	REGULAR	\$60	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$45) PLUS \$2.50.	SIX-SEVENTHS OF BALANCE AFTER DEDUCTING FEDERAL SHARE.	ONE-SEVENTH OF BALANCE AFTER DE- DUCTING FEDERAL SHARE
20120	NON-COUNTY	60	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$45) PLUS \$2.50.	ENTIRE BALANCE AFTER DEDUCTING FEDERAL SMARE.	None
are its	NON-FEDERAL NON-COUNTY-NON-FEDERAL	60 60	None	SIX SEVENTHS	ONE-SEVENTM
	COUNTY- INSTI- TUTIONAL SUB- VENTION		None	STATE'S SHARE OF DAS PERSON WAS RECEIVING AT TIME OF ENTRANCE TO COUNTY INSTITUTIONS	Nonz
ANB	REGULAR	75	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$45) PLUS \$2.50.	THREE-FOURTHS OF BAL- ANCE AFTER DEDUCTING FEDERAL SHARE.	ONE-FOURTH OF BAL- ANGE AFTER DE- DUCTIME FEDERA SHARE.
1	NON-COUNTY	75	8/2 THE GRANT (NOT COUNTING EXCESS OVER \$45) PLUS \$2.50)	ENTIRE BALANCE AFTER DE-	NONE
	NON-FEDERAL NON-COUNTY- NON-FEDERAL	75 75		THREE-FOURTHS	ONE-FOURTM NONE
	COUNTY INSTI- TUTIONAL SWB- VENTION	•••••	None	STATE SHARE OF AND PERSON WAS RECEIVING AT THE OF ENTRANCE TO COUND TY INSTITUTION.	None
APSB	NON-FEDERAL NON-COUNTY- NON-FEDERAL	75 75	None	Fave-SIXTH8	ONE-SIXTH NONE
ANC	REGULAR OR REGULAR-ELI- GIBLE	CHILD ELIGIBLE TO FEDERAL (B) \$45 FOR EACH ADDITIONAL CHILD IN SAME FAM- ILY BUDGET UNIT ELIGIBLE TO FEDERAL.	\$24 FOR ONE CHILD AND \$15 FOR EACH ADDITION— AL ELIGIBLE CHILD IN SAME FAMILY BUDGET UNIT) PLUS \$8.50 PER	AFTER DEDUCTING FEDERAL	ONE-THIRD OF BAL ANCE AFTER DEDUC TING FEDERA SHARE.
	NON⊶COUNTY OR	(A) \$85.50 FOR ONE CHILD ELIGIBLE TO FEDERAL (B) \$45 FOR EACH ADDITIONAL CHILD IN SAME FAMILY BUDGET UNIT BE	CHILD. 1/2 THE GRANT (NOT COUNTING EXCESS OVER \$24 FOR ONE CHILD AND \$15 FOR EACH ADDITION—AL ELIGIBLE CHILD IN SAME FAMILY BUDGET UNIT) PLUS \$1.50 PER	DEDUCTING FEDERAL SHARE.	Nong
	NON-FEDERAL OR REGULAR-INEL- IGIBLE	(A) \$72 FOR ONE CHILD. (B) \$36 FOR EACH ADDITIONAL		TWO-THIRDS	ONE-THERD
	NON COUNTY_ NON-FEDERAL OR NON-COUNTY INELIGIBLE	CHILD IN HOME. (A) \$72 FOR ONE CHILD. (B) \$36 FOR EACH ADDITIONAL CHILD IN HOME.		ENTIRE GRANT	NONE

*THE ACTUAL FEDERAL MAXIMUM SHARE IN OAS AND AND IS \$25 AND IN ANC \$13.50 FOR ONE CHILD AND \$9 FOR EACH ADDITIONAL CHILD IN THE SAME FAMILY BUDGET UNIT. (SEE Sec. 627-30, FEDERAL PARTICIPATION.) (WAIC 1510, 1511, 1553, 1554, 2020, 2021, 2160.7, 2186, 2187, 3025, 3042, 3044.1, 3084, 3087, 3087.1, 3420, 3432, 3472, 3480; FSS-ACT)

627-00 DEFINITION OF TYPES OF CASES WITH RESPECT TO FINANCIAL PARTICIPATION BY FEDERAL, STATE, OR COUNTY GOVERNMENT OAS, ANB, APSB, ANC

627-00

The status of a recipient on a voucher claim is denoted by the following standard terminology and claim shall be made accordingly:

- 1. Regular (also termed regular-eligible in ANC) is that in which the required period of county residence has been acquired and Federal eligibility requirements have been met. The Federal, State and county governments participate in payments for these cases.
- 2. Non-county (also termed non-county-eligible in ANC) is that in which the required period of county residence has not been acquired. The Federal and State governments participate in payments for these cases.
- 3. Non-Federal (also termed regular-ineligible in ANC) is that in which Federal eligibility requirements have not been met. The State and county governments participate in payments for these cases.
- 4. Non-county-non-Federal (also termed non-county-ineligible in ANC) is that in which the required period of county residence has not been acquired and Federal eligibility requirements have not been met. Only the State government participates in payments for these cases.

A county institutional case in OAS and ANB is one in which the State pays to the county the State share of OAS or ANB the recipient was receiving at the time of his entrance into the county hospital or infirmary. (W&IC 1556,1556.5, 2140, 2160.7, 2189, 3044.1, 3087.3, 3482)

627-20 (Continued)

627-20

- 3. Non-federal cases--designated by two asterisks (**) or the term "non-federal." The total grant shall be shown. The State share may be extended to the corresponding column. (See Cases Nos. 6 and 10, form AG 801 and Nos. 7, 9, and 11, form BL 801.)*
- 4. Non-county-non-federal cases--designated by three asterisks (***) or the term "non-county-non-federal." The total grant shall be shown. The State share may be extended to the corresponding column. (See Cases No. 9, FORM AG 801, AND NO. 5, FORM BL 801.)*

Extension of the Federal and State shares for "non-county," "non-federal" and "non-county-non-federal" cases is not mandatory. They may be shown for easier segregation by the county of the different types of cases in compiling the Recapitulation Sheets (Forms Ag, El 802.) (WAIC 2140, 3075, 3460; FSS*ADMIN.)

COUNTY INSTITUTIONAL CLAIM (Form Ag, El 801-H) in OAS and ANB is composed of regular and non-county cases. Show in the corresponding columns the total amount of the grant which each recipient was receiving under the OAS or ANB law when he was admitted to the county institution, the basis for State share in regular cases and the State share for non-county cases. For method of computation see Sec. 627-25, County Institutional Claim under W&IC Secs. 2160.7 and 3044.1. (See FORM AG, BL 801-H IN Sec. 629-99, COUNTY AID CLAIM FORMS.) (W&IC 2140, 3075)

ANC

VOUCHER AID PAY ROLL (Form CA 801) consists of cases both eligible and ineligible for Federal participation. The Warrant Amount, Basis for State Participation and Basis for Federal Participation are extended to the corresponding columns. Children who do not have one year county residence are designated by one asterisk (*) in the appropriate column. (See Case No. 7, FORM CA 801.)*

The Basis for State Participation (see note at end of this section) is divided into two columns as follows:

1. One total amount for that portion of the grant allowed for all children in each family budget unit eligible to Federal participation, and

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-15 CLAIM FOR NON-COUNTY-OR NON-COUNTY-NON-FEDERAL CASES
OAS, ANB, APSB, ANC

627-15

In cases which have been receiving aid on a non-county or non-county-non-federal basis, State participation shall be claimed on the same basis for the full month when county residence of one year is acquired during a month (six months for ANB and APSB recipients who became blind while residents of the State). If the required county residence is completed on the first day of a month the county shall assume its share of the aid for the full month and shall claim accordingly. (M&IC 1512, 1560, 2140, 3075, 3460)

Example A: An aged person moved to the county with intent to reside on January 15. OAS IS GRANTED TO BEGIN ON JUNE I ON A NON-COUNTY BASIS. ONE YEAR S COUNTY RESIDENCE IS ACQUIRED ON JANUARY 15 OF THE NEXT YEAR. REIMBURSEMENT IS CLAIMED ON A NON-COUNTY BASIS FOR THE FULL MONTH OF JANUARY, THE COUNTY ASSUMING ITS SHARE OF THE AID BEGINNING FEBRUARY 1.

EXAMPLE B: A PERSON WHO BECAME BLIND WHILE A RESIDENT OF THE STATE MOVES TO THE COUNTY WITH INTENT TO RESIDE ON JANUARY I. AND IS GRANTED TO BEGIN ON APRIL I ON A NON-COUNTY, BASIS. SIX MONTHS! COUNTY RESIDENCE IS ACQUIRED ON JULY I AND THE COUNTY ASSUMES ITS SHARE OF THE AID ON JULY I.

(SEE SECS. 627-00, DEFINITION OF TYPES OF CASES WITH RESPECT TO FINANCIAL PARTICIPATION BY FEDERAL, STATE OR COUNTY GOVERNMENT, 627-10, CHART OF FINANCIAL PARTICIPATION IN GRANTS OF AID, 122-00, COUNTY RESIDENCE-GENERAL, 122-05, COUNTY RESIDENCE, 122-10, ANC DETERMINATION OF COUNTY OF RESIDENCE, 122-15, NON-COUNTY RESIDENCE, AND 122-50, REMOVAL FROM COUNTY OF RESIDENCE.)

627-20 APPORTIONMENT OF GRANTS ON PAY ROLLS OR CLAIMS OAS, ANB. APSB. ANC

627-20

The Federal and State shares are computed on the total basis by use of the Recapitulation Sheet (Form Ag, Bl, CA 802) which is self-explanatory. (See Sec. 626-20, Forms Used IN AID CLAIMS.) In county institutional and BHI claims, the Aid Affidavits (Form Ag, Bl 800-H and CA 800-BHI) also serve as the recapitulation sheets. (W&LC 1560, 2140, 3075, 3460)

OAS, ANB, APSB

VOUCHER AID PAY ROLLS (Forms Ag, Bl 801) are composed of:

- 1. Regular cases for which no designation is necessary. The total grant and the amount in excess of \$45 shall be shown. (See Cases Nos. 1, 3, 5,7, 8, 11, AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 10, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 4, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 5, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 4, 400 AND 12, FORM AG 801 AND Nos. 1, 2, 3, 4, 400 AND 12, 400 AND 12,
- 2. Non-county cases-designated by one asterisk (*) or the term "non-county." The total grant and the amount in excess of \$45 shall be shown. The Federal and State shares may be extended to the corresponding columns. (See Cases Nos. 2 and 4, form AG 801, and Nos. 3 and 6, form BL 801.)*

^{*}Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-20 (Continued)

627-20

computation is made to determine the actual Federal basis for the eligible child/children. The budget deficiency (warrant amount) and the basis for Federal participation are reported on the Certificate of Verfication of Eligibility (Form CA 201) or Notice of Change (Form CA 232). On the pay roll these same amounts are reported in their respective columns, the basis for State participation for the eligible child/children is the same amount as the basis for Federal participation, and the basis for State participation for the ineligible child/children is the difference between the ANC grant and the amount allocated to the eligible child/children.

- Example: A Family Budget unit consists of five children, three of whom are eligible to federal participation. The total Budgetary need is determined to be \$200°. The three eligible children receive CASI benefits of \$90 a month. The total Budgetary deficiency is \$1:0 and aid is granted in that amount. The allowance for food, clothing, and personal needs of the two ineligible children is \$60, leaving a balance of \$50 to be allocated to the three eligible children. (See Case-No. 4, Form CA 801)*
- E. When, by using the method prescribed in B, the apportionment to the ineligible child exceeds \$36.00, then the excess is apportioned to the eligible children so that the maximum reimbursement of State funds may be claimed.
 - EXAMPLE: A FAMILY BUDGET UNIT CONSISTS OF FOUR CHILDREN, THREE OF WHOM ARE ELIGIBLE FOR FEDERAL PARTICIPATION. THE TOTAL GRANT FOR THE FAMILY IS \$148. OF THIS GRANT \$112 IS APPROTIONED TO THE ELIGIBLE CHILDREN AND \$36 TO THE INELIGIBLE CHILD. (SEE CASE No. 5, FORM CA 801)*
- F. When a family budget unit is composed of only one child, or when all of the children in a family have the same status with respect to Federal participation, no apportionment is made. The total basis for state participation for the family budget unit is shown as eligible if all the children are eligible for Federal participation, or as ineligible if all of the children are ineligible for Federal participation. (See Cases Nos. 6, 8, 9, 10, 11, 12, 13, 14, 15 and 16, Form CA 801)*

 (Wall 1560; FSS-ADMIN.)

(See Sec. 627-00, Definition of Types of Cases with Respect to Financial Participation by Federal, State, or County Government.)

BHI AID PAY ROLLS (Form CA 801-BHI) do not include children eligible for Federal participation. (See Sec. 626-00, Method of Claiming for Participation By Federal and STATE GOVERNMENTS.)

Payments for care of children to a boarding home or to a probation officer or to an agency to which the children are committed by the court shall be listed separately for each child on the pay roll in Column 4, Warrant Amount, regardless of whether the payment is made to the payee in one warrant for all the children in the boarding home, or whether separate warrants are issued for child in the boarding home.

(Section Continued on Next Page)

SDSW-CALIFORNIA-MANUAL

^{*}Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-20 (Continued)

627-20

2. One total amount for that portion of the grant allowed for all children in each family budget unit ineligible to Federal participation.

In making this separation, the following rules are observed:

When a family budget unit is composed of two or more children, all of whom do not have a common status with respect to Federal participation, and the grant equals or exceeds the maximum basis for state participation, the maximum state basis for the eligible children and the maximum state basis for the ineligible children is allocated on the payroll. (SEE CASES NOS. 1 AND 7, FORM CA 801)*

EXAMPLE: A FAMILY BUDGET UNIT CONSISTS OF THREE CHILDREN, TWO OF WHOM ARE ELIGIBLE TO PEDERAL PARTICIPATION. THE GRANT FOR THIS FAMILY IS \$175.50. THE MAXIMUM BASIS FOR STATE AND FEDERAL PARTICIPATION IS \$166.50, \$130.50 OF WHICH IS THE MAXIMUM FOR THE ELIGIBLE CHILDREN, AND \$36.00 OF WHICH IS THE MAXIMUM FOR THE INELIGIBLE CHILD. ALLOCATION IS MADE ACCORDINGLY ON THE PAYROLL. (SEE CASE No. 1, FORM CA 801)

When a family budget unit is composed of two or more children, all of whom do not have a common status with respect to Federal participation, and the grant is less than the maximum basis for state participation, the grant is divided proportionately among the eligible and ineligible children, except as stated in C, D and E:

Example: A FAMILY BUDGET UNIT CONSISTS OF THREE CHILDREN, TWO OF WHOM ARE ELIGIBLE FOR FEDERAL PARTICIPATION. THE GRANT FOR THIS FAMILY IS \$100. TWO-THIRDS OR \$66.67 IS APPORTIONED TO THE TWO ELIGIBLE CHILDREN, AND ONE-THIRD OR \$33.33 IS APPORTIONED TO THE INELIGIBLE CHILD. (SEE CASE No. 2, FORM CA 801)*

When, by using the method prescribed in B, the apportionment to the eligible children is less than the maximum amount in which the Federal Government participates (\$39 for two children, \$54 for three children, \$69 for four children, etc.), then the maximum amount upon which the Federal Government participates is apportioned to the eligible children and the remainder of the grant is apportioned to the ineligible children, except as stated in D:

EXAMPLE: A FAMILY BUDGET UNIT CONSISTS OF FIVE CHILDREN, THREE OF WHOM ARE ELIGIBLE FOR SEDERAL PARTICIPATION. THE TOTAL GRANT FOR THIS FAMILY IS \$60. OF THIS GRANT, \$54 (THE FEDERAL BASIS FOR THREE ELIGIBLE CHILDREN) IS APPORTSONED TO THE ELIGIBLE CHILDREN, AND THE REMAINDER, \$6, IS APPORTIONED TO THE THO INELIGIBLE CHILDREN. (SEE CASE No. 3, FORM CA-801)

D. When the budgetary needs of the family budget unit less food, clothing, and personal needs of the ineligible child/children in the family budget unit, less any income specifically designated for the eligible children, are less than the maximum basis for Federal participation (\$24 for one child, \$39 for two children, \$54 for three children, etc.), a separate

^{*}Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms

627-20

2. When all of the children in the family budget unit are ineligible to Federal participation:

The maximum state basis is \$72 for one child plus \$36 for each additional child.

3. When part of the children in the family budget unit are eligible to Federal participation and part are ineligible to Federal participation:

The maximum state basis is \$85.50 for one eligible child plus \$45 for each additional eligible child plus \$36 for each ineligible child.

4. For children in boarding homes:

The maximum state basis is \$72 for one child and \$36 for each of the other children in the boarding home.

5. For children in an institution: (As defined in Sec. 161-08)

The maximum state basis is \$36 for each child.

6. When a child transfers between homes during the month.

When a child is the "first" child in all homes, the maximum participating base for state funds is \$72 for all payments made for the month. Likewise, when a child is not the "first" child in any of the homes, the maximum participating base for state funds is \$36 for all payments made for the month.

If a child is in several homes during the month, and is designated as a "first" child in some of the homes, the maximum participating base for state funds for the child is given by the following formula:

	No. of days in homes where child was "first" child		
_		X	\$72
	No. of days in all homes		
	No. of days in homes where child was not the "first" child		
		x	\$36
	No. of days in all homes		,
	ximum basis for State funds for the ild		

(W&IC 114)

627-20

The Basis for State Participation (see note at end of this section) shall be shown opposite each child's name on the pay roll in either Column 5A, state and county cases, or Column 5B, non-county cases, as follows:

- 1. Amounts for children having one or more years' county residence shall be entered in Column 5A. (See Cases Nos. 1, 2,3,4,7,8, and 9 CA 801-BHI.)*
- 2. Amounts for children who do not have one year's county residence shall be entered in Column 5B. (See Case No. 6, Form CA, 801-BHI.)*

In no case shall the state basis exceed the amount paid for the child as listed in Column 4, Warrant Amount.

The county shall designate on the pay roll one child in each boarding home as a first child for the purpose of claiming maximum state participation by actually claiming state participation up to a maximum of \$72 for the child. The child so designated on the claim at the time of submission shall remain the "first child" for that boarding home for that month even though the grant is retroactively increased or decreased at a later date.

Example: Three children living in a boarding home receive aid as follows: A receives \$50 per month, B receives \$60 per month, and C receives \$30 per month. The state basis is listed separately on the payroll for each child as follows: A = \$36, B = \$60, and C = \$30. (See Cases Nos. 7, 8, and 9, form CA 80:-BHI.)* If child B leaves the home at the end of the month, the county shall designate child A as the first child on the following month's claim, and the state basis for the two remaining children would then appear as follows: A = \$50, C = \$30.

Note: The basis for state participation is equal to the amount of the grant under the ANC law, or the amount of the monthly payment for the care of the children, whichever is the lesser, and not to exceed the following:

1. When all of the children in the family budget unit are eligible to Federal participation:

The maximum state basis is \$85.50 for one child plus \$45 for each additional child.

*Examples of the various Types of Cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-25 (Continued)

627-25

If the recipient entered the county institution on October 1 or thereafter, the state's share of the assistance payment made in the month of admission must be determined on the basis of the portion of the payment which exceeds the amount contributed by the Federal government under the Federal participation plan as effective October 1, 1946.

- Example D: An OAS recipient received \$50 IN September and was increased to \$55 on October II.

 He entered the county hospital on October II., 1946. The \$55 grant received IN the Month The recipient was admitted was shared as follows: Federal = \$25; State = \$25; County = \$5. The amount to be claimed by the county on the institutional claim will be the state share or \$25.
- Example E: An OAS RECIPIENT RECEIVED \$45 IN SEPTEMBER AND RECEIVED \$50 ON OCTOBER 1. HE ENDITED THE HOSPITAL ON OCTOBER 11. THE \$50 GRANT RECEIVED IN THE MONTH OF ADMISSION IS SHARED AS FOLLOWS: FEDERAL = \$25; STATE = \$20.83; COUNTY = \$4.17. THE AMOUNT TO BE CLAIMED ON THE INSTITUTIONAL CLAIM WILL BE \$20.83.
- EXAMPLE F: AN AND RECEIPTENT WAS RECEIVING A GRANT OF \$60 A MONTH WHEN HE ENTERED THE COUNTY HOSPITAL AFTER THE FIRST OF OCTOBER 1946. THE \$60 GRANT WAS SHARED AS FOLLOWS: FEDERAL = \$25; STATE = \$17.50; COUNTY = \$17.50. THE MOUNT TO BE CLASMED BY THE COUNTY ON THE INSTITUTIONAL CLASM WILL BE THE STATE'S SHARE, OR \$17.50.

The amount which a county receives as county institutional subvention is determined by the state's share of the grant the recipient was receiving when he entered the institution, and no subsequent changes in maximum grant or sharing ratios affect the amount to be paid.

In regular cases only the total amount of aid which the person was receiving at the time of his entrance into the county institution and the basis for state share are reported on Forms Ag, Bl 801-H, Claim for State Aid for Care of former OAS/ANB Recipients in County Institution. The actual amount due from the state in regular cases is not computed on individual cases but is computed on a total basis for all such cases on Forms Ag, Bl 800-H, Aid Affidavit. In non-county cases the total amount and the actual state share is reported for each case on Forms Ag, Bl 801-H and the total of the state share for all such cases is carried forward on Form Ag, Bl 800-H.

The method for computing the basis for the state share in regular cases and the state share in non-county cases is as follows:

- (1) When county institutional subvention is claimed for the full month, the basis for the state share in regular cases and the actual state share in non-county cases is the total amount of aid the person was receiving at the time of his entrance into the county institution, less the amount that was the Federal share of aid in the month during which he entered the institution.
- EXAMPLE G: \$55 OAS WAS BEING PAID WHEN RECIPIENT ENTERED COUNTY INSTITUTION IN JULY 1947. CLAIM FOR COUNTY INSTITUTIONAL CARE IS BEING MADE FOR THE FULL MONTH. \$25 WAS THE FEDERAL SHARE OF OAS. THE BASIS FOR STATE SHARE ON A REGULAR CASE AND THE ACTUAL STATE SHARE ON A NON-COUNTY CASE IS THE DIFFERENCE BETWEEN \$55 AND \$25, OR \$30. (SEE CASES NOS. 1 AND 2, FORM AG 801-H.)*

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-25 COUNTY INSTITUTIONAL CLAIM UNDER W&IC, SECS. 2160.7 AND 3044.1 OAS. ANB

627-25

County Institutional Claims cover state payments to counties for medical, hospital, or infirmary care extended to former recipients of OAS or ANB in county institutions. (Sec. 165-00, Subvention for Hospital or Infirmary Care). Only one claim for each month should be filed. It should include the names of all persons receiving care in the county institution during the current month provided they were eligible to and were receiving aid at the time of admission. County institutional subvention is paid only after aid to the individual has been discontinued. It continues until the end of the month in which the person leaves the institution except when aid is restored during the month in which the person leaves the institution. In the latter instance the institutional subvention is paid only up to the date on which aid is restored. There shall be no overlapping of aid to the individual and county institutional subvention.

Example A: An ANB RECIPIENT ENTERS COUNTY INSTITUTION ON OCTOBER 15 AND AID IS DISCONTINUED DECEMBER 31. COUNTY INSTITUTIONAL SUBVENTION BEGINS JANUARY 1. PERSON DIES MARCH 17. COUNTY INSTITUTION SUBVENTION IS CLAIMED FOR THE ENTIRE MONTHS OF JANUARY, FEBRUARY, AND MARCH.

Example 8: OAS Recipient enters county institution on September 14. Ald is discontinued November 30. County institutional subvention begins December 1. Person leaves county institution January 17 and OAS is restored on that date. County institutional subvention is claimed for the entire month of December and for 16 days in January. OAS is paid for 15 days in January and reimbursement is claimed on the OAS claim.

The change in Federal participation, effective October 1, 1946, in no way

The change in Federal participation, effective October 1,1946, in no way affects the state's share in any assistance payment made prior to that date. Therefore if the recipient entered the county institution prior to October 1, 1946, there is no change in the amount of institutional subvention to be claimed for October or subsequent months.

EXAMPLE C: AN OAS RECIPIENT RECEIVING AGRANT OF \$50 ENTERED THE COUNTY HOSPITAL ON JUNE 11, 1946.

PARTICIPATION WAS AS FOLLOWS: FEDERAL = \$20; STATE - \$25; COUNTY - \$5. BEGINNING SEPTEMBER
1 INSTITUTIONAL SUBVENTION IN THE AMOUNT OF \$25 WAS CLAIMED. THE AMOUNT TO BE CLAIMED FOR
OCTOBER AND SUBSEQUENT MONTHS REMAINS THE SAME. (NO CHANGE HAS RESULTED DUE TO THE OCTOBER INCREASE IN FEDERAL PARTICIPATION.

.627-30 FEDERAL PARTICIPATION OAS, ANB, ANC

627-30

Basis for Federal Participation and Actual Federal Share:

In CAS and ANB the maximum basis for Federal participation is \$45. (There is no Federal participation in the APSB program.) The actual Federal share is: 2/3 of \$15, plus 1/2 of the difference between the amount paid (not counting excess over \$45) and \$15. If the grant is less than \$15, 1/2 of the difference between the grant and \$15 is deducted from 2/3 of \$15. The maximum Federal share is \$25.

The short formula for computing the Federal share is: 1/2 the amount paid (not counting excess over \$45) plus \$2.50.

Example A: OAS grant \$60 eral basis \$45.	- Federal basis \$45, or, ANB grant	\$75 - Fed-
Regular formula	2/3 of \$15 1/2 of (\$45-\$15) \$30 Federal share	\$10.00 15.00 \$25.00
Short formula	1/2 of \$45 Plus Federal share	\$22.50 2.50 \$25.00
Example B: Grant \$12 - Fe	ederal basis \$12	
Regular formula	2/3 of \$15 1/2 of (\$12-\$15) minus \$3 Federal share	\$10.00 -1.50 \$ 8.50
Short formula	1/2 of \$12 Plus Federal share	\$ 6.00 2.50 \$ 8.50
Example C: Grant \$4 - Fee	deral basis \$4	
Regular formula	2/3 of \$15 1/2 of (\$4-\$15) minus \$11 Federal share	\$10.00 -5.50 \$ 4.50
Short formula	1/2 of \$4 Plus Federal share	\$ 2.00 2.50 \$ 4.50

Prior to October 1, 1946, the maximum basis for Federal participation was \$40. The actual Federal share was one-half the monthly grant up to a total grant of \$40 (the maximum being \$20) on all cases which met Federal eligibility requirements. Supplemental claims for periods prior to October 1, 1946, should be computed accordingly. (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS.)

627-25 (Continued)

627-25

- Example H: \$65, ANB was being paid when recipient entered county institution in June 1947. Claim for county institutional care is being made for the full month of November \$25 was the Federal share of ANB. The difference between \$65 and \$25, or \$40, IS THE BASIS FOR STATE SHARE IN A REGULAR CASE ON THE INSTITUTIONAL CLAIM. THE ACTUAL STATE SHARE (NOT REPORTED ON FORM BL 80+-H) IS 1/2 OF \$40 OR \$20. THE ENTIRE AMOUNT OF \$40 IS THE STATE SHARE FOR A NON-COUNTY CASE AND IS REPORTED ON FORM BL 801-H.
- (2) When county institutional subvention is claimed for a pertion of the month and the remainder of the month is claimed on the aid claim, the basis for state share in regular cases and the actual state share in non-county cases on the institutional claim is the full month's basis (computed as in item 1) prorated for the number of days the person remains in the institution.
 - Example 1: An OAS recipient receiving a grant of \$50 enters the county hospital in March 1947, where he remains until November 17, 1947, when he is discharged and OAS is restored at the rate of \$55. (\$5 automatic increase 8/1/47.) On the county institutional claim for November, the total amount is reported as \$50. The basis for state share for 16 days in a regular case and the actual state share in a non-county case is \$13.33. (\$50 minus Federal share of \$25 = \$25. \$25 x 16/30 = \$13.33.) A warrant is issued to the grantee in the amount of \$25.67 (14/30 x \$55) and that amount is reported on the voucher claim. (See Case \$12, Form Ag 801 and Cases Nos. 3 and 4, Form Ag 801-H.)*
 - Example \$ J: An ANB recipient receiving a grant of \$55 enters the county hospital in June, 1947, where he remains until November 19, 1947, when he is discharged and ANB is restored at the rate of \$65. (\$10 automatic increase 10/1/47.) On the county institutional claim for November, 1947, the total amount is reported as \$55. THE BASIS FOR STATE SHARE FOR 18 DAYS IN A REGULAR CASE AND ACTUAL STATE SHARE FOR 18 DAYS IN A NON-COUNTY CASE IS \$18.00. (\$55 MINUS FEDERAL SHARE OF \$25 = \$30. \$30. \$30. \$48.70 = \$18.00 | The actual state share in a regular case (not reported on form Bl 801-H) is \$70.00 of \$18 or \$13.50. On the voucher claim the full amount paid the grantee, \$20. (\$2/30 x \$65) is shown. There is no federal excess. (See Case No. 12. Form Bl 801, and Cases Nos. 3 and 4, Form Bl 801-H.)

(W&IC 2020, 2140, 2160 7, 2187 01, 3044 1, 3075, 3084; AGO NS5240, NS5350)

FOR FURTHER INFORMATION ON THIS SUBJECT SEE!

SEC. 164-10; ELIGIBILITY DURING HOSPITALIZATION

SEC. 165-00, SUBVENTION FOR HOSPITAL OR INFIRMARY CARE

SEC. 165-05, DEFINITION OF COUNTY INSTITUTION UNDER WAIC SECS. 2160.7 & 3044.1 SEC. 165-15, BASIS FOR STATE PAYMENT -- COUNTY INSTITUTIONAL CLAIM UNDER WAIC SECS. 2160-7 & 3044 1

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms

627-30

Example E: Two eligible children - grant \$67.50 - Federal basis \$39.

Regular formula	2 children x \$9 = \$18 x 2/3 1/2 of (\$39-\$18) \$21 Federal share	\$12.00 10.50 \$22.50
Short formula	1/2 of \$39 Plus 2 children x \$1.50 Federal share	\$19.50 3.00 \$22.50

Example F: Three eligible children - grant \$25 - Federal basis \$25.

Regular formula	3 children x \$9 = \$27 x 2/3 1/2 of (\$25-\$27) minus \$2 Federal share	\$18.00 -1.00 \$17.00
Short formula	1/2 of \$25 Plus 3 children x \$1.50 Federal share	\$12.50 4.50 \$17.00

Prior to October 1, 1946, the maximum basis for Federal participation was \$18 for one child and \$12 for each additional eligible child in a family budget unit. The actual Federal share was one-half the amount paid up to the maximum Federal basis (the maximum share being \$9 for one child and \$6 for each additional child). Supplemental claims for periods prior to October 1, 1946, should be computed accordingly. (See Sec. 626-50, Supplemental AID CLAIMS.)

When a supplemental payment is made covering aid for October, 1946, and subsequent months, special care is needed in computing the Federal share. For example, one child eligible to Federal case received \$20 in October, 1946, and in November receives a \$19.50 supplemental payment applicable to October. The principle of computation may be illustrated as follows:

	Total	Federal	State	County
Total for October	\$39.50	\$13.50	\$15.00	\$11.00
First Payment for October	20.00	11.50	5.67	2.83
Supplemental Payment	\$19.50	\$ 2.00	\$ 9.33	\$ 8.17

In other words, the Federal government shares in one-half of that part of the supplemental payment necessary to bring the total payment to the one child to \$24, or up to the total amount paid for the month if less than the maximum Federal basis. (In the above example: \$24 - \$20 first payment = $$4 \times 1/2 = 2 .) (W&IC 1553, 1560; FSS-ACT)

627-30

When a supplemental payment is made covering aid for October, 1946, and subsequent months, special care is needed in computing the Federal share. For example, an OAS case receives \$40 in October, 1946, and in November receives a \$10 supplemental payment applicable to October. The principle of computation may be illustrated as follows:

	Total	Federal	State	County
Total for October	\$50.00	\$25.00	\$20.83	\$ 4.17
First payment for October Supplemental payment	\$10.00	\$ 2,50	\$ 6.25	\$\frac{2.92}{1.25}

In other words, the Federal Government shares in one-half of that part of the supplemental payment necessary to bring the total payment to the individual to \$45, or up to the total amount paid for the month if less than \$45. (In the above example: \$45-\$40 first payment = \$5 x 1/2 \$2.50.)(W&IC 2:86,3087;FSS-ACT)

ANC

In determining the maximum basis on which the Federal share is computed in ANC, the total grant to a family budget unit is considered. The maximum Federal basis is \$24 for one child and \$15 for each additional eligible child in the family budget unit. Therefore, if there is one eligible child in a family budget unit, the maximum basis for Federal participation is \$24; if there are two eligible children in the family budget unit, the maximum basis for Federal participation is \$39; if there are three eligible children, the maximum basis is \$54, etc.

The actual Federal share is: 2/3 of \$9 for each eligible child, plus 1/2 of the difference between the amount paid (not counting excess over \$24 for the first eligible child and \$15 for each other eligible child) and \$9 for each eligible child. If the amount paid is less than \$9 for each eligible child, 1/2 the difference is deducted from 2/3 of \$9 for each child. The maximum Federal share is \$13.50 for one child and \$9 for each additional child.

The short formula for computing the Federal share is: 1/2 the amount paid (not counting excess over \$24 for one child and \$15 for each additional eligible child in the family budget unit) plus \$1.50 for each child.

Example D: One eligible child - grant \$36 - Federal basis \$24.

Regular formula	2/3 of \$9 1/2 of (\$24-\$9) \$15 Federal share	\$ 6.00 7.50 \$13.50
Short formula	1/2 of \$24 Plus Federal share	\$12.00 1.50 \$13.50

627-30

Example H: An OAS application which was signed on June #5 was approved by the board of supervisors on October #5, aid to begin October #6. On October 25 the county discovers that aid should have been effective September # according to the provisions of Walc Sec. 2:83. On November 2 the board of supervisors takes action correcting the erroneous beginning date of aid by ordering #10 paid effective September #6. There #8 no federal participation in the aid paid #N November for September #8 the Original Board of supervisors action occurred #N October. Had aid been correctly approved from September #8 NO October, there would have been no federal participation as the #N#Tial Payment would have been retroactive.

Federal participation is available for retroactive aid in the following situations (SEE SEC. 361-25, RETROACTIVE AID PAYMENTS BY COUNTY).

4. Increased Payment

When a payment of aid has been made in accordance with the authorized award and is later found to be less than the amount to which the recipient (or child or children in ANC) was eligible. The Federal government participates in additional payments authorized and delivered before the end of the second month following that in which the underpayments occurred.

5. Correction of Erroneous Payment

- a. When a payment in a particular month is made for less than the authorized award for that month and the error is corrected by delivery of an additional warrant within a three-month period, including the month in which the erroneous payment was made. No action of the board of supervisors is necessary.
- EXAMPLE 1: THE AUTHORIZED AWARD FOR JANUARY IS \$40. THROUGH ERROR ONLY \$30 IS PAID ON JANUARY

 1. THE ADDITIONAL \$10 MAY BE PAID LATER IN JANUARY, IN FEBRUARY OR NOT LATER THAN MARCH 31.

 NO CHANGE IN THE AWARD IS MADE TO CORRECT THE UNDERPAYMENT.
 - b. When a payment is made in excess of the authorized award. The Federal Government participates in the excess payment only if the amount of the excess is taken into consideration in the payment for either of the two months following the month in which the overpayment was made. No change in the authorized award should be made to correct the overpayment. A letter notifying the SDSW of the error and the month in which the adjustment is to be made will assure full Federal participation in the authorized award for each month.
- EXAMPLE J: THE AUTHORIZED AMARD IN OAS 18 \$45. THROUGH ERROR \$55 IS PAID IN JANUARY. IN FEBRUARY OR MARCH \$10 LESS THAN THE AUTHORIZED AMARD IS PAID TO ADJUST FOR THE \$10 OVERPAY—MENT IN JANUARY. NO CHANGE IN THE AWARD IS MADE TO CORRECT THE OVERPAYMENT. A LETTER NOTI—FYING THE SDSW OF THE ERROR AND THE MONTH IN WHICH THE ADJUSTMENT IS TO BE MADE WILL ASSURE FULL FEDERAL PARTICIPATION IN THE MAXIMUM BASIS OF \$90 FOR THE TWO MONTHS.

627-30

When one or more children of a family group have non-county status and the remaining children have regular status, the \$24 basis for Federal participation is allocated to a child having regular status. (See Case No. 7, FORM CA 801.)* (Wall 1556, 1560)

When Federal Participation is Available: OAS, ANB, ANC

The first payments made on new applications and restorations are initial payments. Federal participation is available in initial payments provided the board of supervisors' action occurs within the month for which the aid is granted and the warrant is delivered during the same month or not later in the following month than the time when such payment would normally be issued under the county's customary fiscal procedure. Federal participation is also available in initial payments as follows:

- 1. In appeal cases granted by the SSWB. The Federal government participates in the payment for all or any part of the period during which the appeal was pending, plus the month during which the appeal was signed and the two preceding months, provided such period does not antedate the month in which payment was improperly denied or withheld.
- 2. When an application for aid has been improperly denied and such action is later rescinded. The Federal government participates in the payment for the month in which the rescinding action was taken (and the payment was delivered) and the two preceding months(*ffSc. 201-25, Wen ARRIGATION D & TAKEN), provided such period does not antedate the month in which payment was improperly denied or withheld.
- 3. When the beginning date of aid originally established on an application is not in accordance with the legal provisions of the WEIC and a subsequent corrective action is taken beginning aid at an earlier date. The Federal government participates providing the retroactive aid is not for a month(s) prior to the month of the original action and further providing that the corrective action is taken and the warrant is delivered by the end of the second month following that in which the original action was taken.

EXAMPLE G: AN OAS APPLICATION WHICH WAS SIGNED ON JULY 15 WAS APPROVED BY THE BOARD OF SUPERVISORS ON SEPTEMBER 15, AID TO START EFFECTIVE OCTOBER 1. ON OCTOBER 25 THE COUNTY DISCOVERS THAT AID SHOULD HAVE BEEN EFFECTIVE SEPTEMBER 1 ACCORDING TO THE PROVISIONS OF WAIC SEC. 2183. ON NOVEMBER 2 THE BOARD OF SUPERVISORS TAKES ACTION CORRECTING THE ERRONEOUS BEGINNING DATE OF AID BY ORDERING AID PAID EFFECTIVE SEPTEMBER 1. THERE IS FEDERAL PARTICIPATION IN THE WARRANT ISSUED IN NOVEMBER FOR SEPTEMBER AS THERE WOULD HAVE BEEN NO RETROACTIVE INITIAL PAYMENT IF THE ORIGINAL ACTION IN SEPTEMBER HAD BEEN CORRECT.

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

PUBLIC ASSISTANCE PROGRAM

627-30 (Continued)

627-30

Example L: Application for OAS is signed on September 25. The 60-day investigation period expires on November 24. Determination that applicant is eligible is not made by the Headre of Supervisors until February 5, when they grant aid to begin December 1, the first of the month following the expiration of the 60-day period. There is no Federal participation in the OAS payments made in February for December and January.

Example M: Application for ANB or ANC is signed on August 5. The 90-day investigation period expires November 3. Determination that applicant or child is eligible is not made by the Board of supervisors until January 10, when aid is approved to begin November 1, the first of the month during which the 90-day period expires. There is no federal participation in the ANB or ANC payments made in January for November and December.

In OAS Federal participation is available in payments made under conditional restoration after discontinuance due to employment providing the case record indicates presumptive eligibility, the fact of eligibility has been determined and investigation has been completed by action of the board of supervisors within two months after the month in which the board of supervisors acted to restore aid conditionally. Payments made under conditional restorations shall be claimed non-Federal. Appropriate claim adjustment allowing Federal reimbursement will be made by the SDSW upon notification by notice of change from the county that the above conditions have been met. (See Sec. 361-22.)

Federal participation is available for a recipient (in ANC the child for whom aid is granted) receiving medical or surgical care in a public institution until the end of the month following that in which the recipient is admitted to the hospital. Exception: Federal participation in two monthly payments is available when determination has been made that the hospitalization is for a temporary period. (See Sec. 164-10, ELIGIBILITY DURING HOSPITALIZATION.)

Example N: An OAS RECIPIENT IS ADMITTED TO COUNTY HOSPITAL AUGUST 10. AID IS PAID FOR SEPTEMBER AND OCTOBER BECAUSE ON THE FIRST OF EACH MONTH HE HAS NOT BEEN IN THE HOSPITAL FOR TWO CALENDAR MONTHS. IF A DETERMINATION IS MADE THAT HOSPITALIZATION WILL BE TEMPORARY, THERE IS FEDERAL PARTICIPATION IN BOTH THE SEPTEMBER AND OCTOBER PAYMENTS. IF, HOWEVER, HOSPITALIZATION IS NOT DETERMINED TO BE TEMPORARY, FEDERAL REIMBURSEMENT IS AVAILABLE ONLY THROUGH THE MONTH OF SEPTEMBER.

Guardianship:

In CAS and ANB, there is no Federal participation in payments made to a guardian who is an employee of the SDMH. (See Sec. 230-60, GUARDIANSHIP.)

References to Other Manual Sections:

For further discussion of Federal participation see Secs. 627-45, Partial Months' Claims-Bases for State and Federal Participation; 627-80, Federal Participation on Children Between Ages of 16 and 18 years; 627-85, Federal Participation When an Additional Child Becomes Eligible for Aid During Month; 627-90, Two or More Family Budget Units in One Household; and 628-00, Payees Eligible Under Social Security Act. (WAIC 1553, 1560, 2140, 2183,9, 2186, 3075, 3087; FSS-ADMIN.)

627-30

6. Delayed Payment

When a grant of aid has been properly authorized but either the issuance or release of the warrant has been delayed in such situations as are described in:

- a. Item 4 and 6 of Sec. 361-25, for initial warrants.
- b. Items 3 through 8 of Sec. 361-25, for other warrants.

The Federal government participates provided the payment is released within the two months following the month for which delivery was not made.

7. Payment with Respect to an Erroneous Discontinuance

When an erroneous discontinuance is later rescinded. The Federal government participates in the payment for the month in which the rescinding action is taken (and the payment is delivered) and the two preceding months.

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8. Appeals to SSWB

When a retroactive payment has been made to adjust an appeal which has been filed, but not yet heard by the SSWB, or to carry out an appeal decision by the SSWB. The Federal government participates in the payment for all or any part of the period during which the appeal was pending, in addition to the month during which the appeal was signed and the two preceding months, provided such period does not antedate the month in which payment was improperly denied or withheld.

COMPANY TO A REPORT OF THE PARK Federal participation is not available for retroactive payments for any months between the expiration of the investigation period and the month(s) in which assistance is authorized except when aid has been improperly denied and such action is later rescinded, provided such period does not antedate the month in which payment was improperly denied or withheld. (See Secs. 611-70, Retroactive INI-THAL PAYMENTS, AND 626-50, SUPPLEMENTAL AND CLAIMS.) EXAMPLE K: OAS APPLICATION SIGNED JULY 5. THE 60-DAY PERIOD ENDED SEPTEMBER 3. APPLICATION

GRANTED BY BOARD OF SUPERVISORS NOVEMBER 8. AID IS PAID FROM OCTOBER I AS THE FIRST OF THE MONTH FOLLOWING THE END OF THE 60-DAY PERIOD IS EARLIER THAN THE FIRST OF THE MONTH IN WHICH THE BOARD OF SUPERVISORS GRANTED THE APPLICATION. THERE IS NO FEDERAL PARTICI-

627-45 (Continued)

627-45

In an ANC case for which a partial month's claim is made, the basis for Federal participation is the same as the basis for state participation for the children eligible for Federal, not to exceed the Federal maximum. (\$24.00 for one child, \$39 for two children, \$54 for three children, etc.)(W&IC 1510, 1511, 1553, FSS-ACT: FSS-ADMIN.)

- EXAMPLE D: WHEN 15 DAYS" AID AT THE RATE OF \$75 IN A 31-DAY MONTH, OR \$36.29, IS PAID FOR ONE CHILD IN A BOARDING HOME, \$36.29 IS THE BASIS FOR STATE PARTICIPATION FOR A FIRST CHILD. (SEE CASE No. 6, FORM CA 801-8HI.)*
- EXAMPLE E: WHEN 25 DAYS AID AT THE RATE OF \$100 IN A 31-DAY MONTH, OR \$80.64, IS PAID FOR ONE CHILD INCLIGIBLE FOR FEDERAL PARTICIPATION, \$72 IS THE BASIS FOR STATE PARTICIPATION. (SEE CASE NO. 15, FORM CASOI.)*
- EXAMPLE F: WHEN 10 DAYS' ALD AT THE RATE OF \$95 IN A 31-DAY MONTH, OR \$30.65, IS PAID FOR THREE CHILDREN ELIGIBLE FOR FEDERAL, \$30.65 IS THE BASIS FOR BOTH STATE AND FEDERAL PARTICI-PATION. (SEE CASE NO. 16, FORM CA 801.)
- EXAMPLE G: WHEN 17 DAYS AND AT THE RATE OF \$80 IN A 31-DAY MONTH, OR \$43.87 IS PAID FOR THREE CHILDREN, TWO OF WHOM ARE ELIGIBLE FOR FEDERAL, \$43.87 IS THE STATE BASIS AND \$39.00 IS THE FEDERAL BASIS. (SEE CASE NO. 17, FORM CA 801.)*

627-50

COMPUTATION OF PAYMENTS WHEN CHILD TRANSFERS BETWEEN A
PRIVATE HOME AND BOARDING HOME OR INSTITUTION
AND
When a child is moved from the home of a relative or legally appointed guardian to a boarding home or institution (or vice versa) during a month, ANC should be computed and claimed as follows:

1. When an amount equaling or exceeding the maximum monthly grant is paid in advance to the relative or guardian for the full month, or when an amount paid in advance or during the month to the relative or guardian for a partial month equals or exceeds the maximum allowable for a full month, a full month's aid is allowed on the voucher claim. No aid is claimed on the BHI claim for that month .

MAXIMUM FOR FULL MONTH PARD IN ADVANCE TO RELATIVE

EXAMPLE A: A 15-YEAR-OLD CHILD IS LIVING WITH HIS MOTHER AND THE MONTHLY ANC GRANT IN THE AMOUNT OF \$85.50 IS PAID TO THE MOTHER ON JANUARY 1. ON JANUARY 25, THE CHILD IS PLACED IN A BOARDING HOME. AID IS CLAIMED ONLY ON THE VOUCHER CLAIM ON THE MAXIMUM BASIS OF \$85,50 WITH THE MOTHER SHOWN AS PAYEE. THE NOTICE OF CHANGE (FORM CA 232) SHOWS THE EFFECTIVE DATE OF THE CHANGE AS FEBRUARY I.

MAXIMUM FOR PARTIAL MONTH PAID IN ADVANCE TO RELATIVE

EXAMPLE B: A 15-YEAR OLD CHILD LIVING WITH HIS MOTHER AND RECEIVING AID AT THE RATE OF \$100,00 A MONTH IS TO BE PLACED IN A BOARDING HOMEON JANUARY 28, THE CHANGE IS KNOWN IN ADVANCE AND ON JANUARY ! THE MOTHER IS PAID FOR 27 DAYS IN THE AMOUNT OF \$87.10 (27/31 x \$100). AID IS CLAIMED ONLY ON THE VOUCHER CLAIM ON THE MAXIMUM BASIS OF \$85.50 WITH THE MOTHER SHOWN AS PAYEE, THE NOTICE OF CHANGE (FORM CA 232) SHOWS THE EFFECTIVE DATE OF CHANGE AS FEBRUARY I.

TRANSFER FROM BHI TO RELATIVE DURING MONTH, RELATIVE PAID MAXIMUM FOR PARTIAL MONTH

EXAMPLE C: A 15-YEAR-OLD CHILD LIVING IN A BOARDING HOME IS MOVED ON JANUARY 5 TO HIS MOTHER'S HOME, WHERE AID IS GRANTED AT THE RATE OF
\$100.00 A MONTH FROM JANUARY 5. THE MOTHER IS PAID FOR 27 DAYS IN THE
AMOUNT OF \$87.10 (27/31 x \$100). AID IS CLAIMED ONLY ON THE VOUCHER
CLAIM ON THE MAXIMUM BASIS OF \$85.50 WITH THE MOTHER SHOWN AS PAYEE.
THE NOTICE OF CHANGE (FORM CA 232) SHOWS THE EFFECTIVE DATE OF CHANGE AS JANUARY 5.

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-40 PARTIAL MONTHS CLAIMS--COMPUTATION OF TOTAL AMOUNTS OAS, ANB, APSB, ANC

627-40

In computation of a partial month's claim, the rate of aid per day is computed on the basis of the actual number of days in the month. The appropriate SDSW rate table should be used to determine the amount of such claim. Aid is claimed for both the date of beginning and date of discontinuance.

EXAMPLE A: OAS IN THE AMOUNT OF \$60 A MONTH BEGINS ON NOVEMBER 4. AID FOR 27 DAYS IS ALLOWED (27/30 x \$60), MAKING A TOTAL PAYMENT OF \$54.

EXAMPLE B: AND IN THE AMOUNT OF \$75 A MONTH BEGINS ON DECEMBER 4. AID FOR 28 DAYS IS ALLOWED (28/3) x \$75), MAKING A TOTAL PAYMENT OF \$67.74.

EXAMPLE C: APSB BEGINS ON FEBRUARY 4 DURING A 28-DAY MONTH AT THE RATE OF \$75 A MONTH. AID FOR 25 DAYS IS ALLOWED (25/28 x \$75), MAKING A TOTAL PAYMENT OF \$66.96.

EXAMPLE D: ANC IN THE AMOUNT OF \$75 A MONTH IS DISCONTINUED ON FEBRUARY 24 DURING A 25-DAY MONTH, AID FOR 24 DAYS IS ALLOWED (24/29 x \$75), MAKING A TOTAL PAYMENT OF \$62.07.

For additional examples, see Sec. 627-50, Computation of Payments When Child Transfers Between a Private Home and Boarding Home or Institution and 627-85, Federal Participation When an Additional Child Becomes inligible During Month (Example c). (W&IC 1511, 1553, 1556, 1559, 1560, 2020, 2140, 2186, 2189, 3075, 3084, 3087, 3087, 3, 3460, 3480, 3482)

627-45 PARTIAL MONTHS' CLAIMS--BASES FOR STATE AND FEDERAL PARTICIPATION 627-45 OAS, ANB, APSB, ANC

In an OAS, ANB, and APSB case for which a partial month's claim is made, the bases for both state and Federal participation (no Federal in APSB) are the actual amount of aid paid, the Federal basis not to exceed the maximum of \$45. Federal participation is not prorated. (W&IC 2020, 2021, 2186, 2187, 3025, 3084, 3087, 3420, 3472; FSS-ADM:N.)

Example A: When 20 Days" and at the Rate of \$60 in a 30 Day Month, or \$40.00 is paid to an OAS RECIPIENT \$40.00 is the Basis for State and Federal participation. (See Case No. 11, Form AG 801.)*

EXAMPLE B: WHEN 25 DAYS AND AT THE RATE OF \$55 IN A 30-DAY MONTH, OR \$45.83, IS PAID TO AN AND RECEIPENT, \$45.83 IS THE BASIS FOR STATE PARTICIPATION AND \$45 AS THE BASIS FOR FEDERAL PARTICIPATION. (SEE CASE NO. 10, FORM BL 801.)*

EXAMPLE C: WHEN 17 DAYS" AID AT THE RATE OF \$75 IN A 30-DAY MONTH, OR \$42.50, IS PAID TO AN APSB. RECIPIENT, \$42.50 IS THE BASIS FOR STATE PARTICIPATION. (NO FEDERAL.) (SEE CASE NO. 11 FORM BE 801.)

In an ANC case for which a partial month's claim is made, the basis for state participation is the actual amount paid, not to exceed the state maximum for a full month as the actual maximum state share may be claimed for a portion of a month, as well as for a full month.

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

TRANSFER FROM BHI TO RELATIVE. PARTIAL MONTH PAID TO RELATIVE - LESS THAN MAXIMUM.

EXAMPLE F: A 15-YEAR-OLD CHILD HAVING ONE YEAR'S OR MORE COUNTY RESIDENCE IS THE ONLY CHILD LIVING IN A BOARDING HOME WHERE AID IS BEING PAID AT THE RATE OF \$84 A MONTH. ON DECEMBER 26 THE CHILD IS MOVED TO HIS MOTHER'S HOME WHERE ALD IS GRANTED AT THE RATE OF \$80 A MONTH EFFECTIVE DECEMBER 26. TWO WARRANTS ARE ISSUED - ONE TO THE BOARDING HOME FOR 25 DAYS" AID IN THE AMOUNT OF \$67.74 (25/31 x \$84) AND ONE TO THE MOTHER FOR 6 DAYS" AID IN THE AMOUNT OF \$15.48 (6/31 x \$80). THE TOTAL AMOUNT OF THE PAYMENT OF \$15.48 MADE TO THE MOTHER IS SHOWN ON THE VOUCHER CLAIM AS THE BASIS FOR STATE AND FEDERAL PAR-TICIPATION, RESULTING IN AN ACTUAL CLAIM OF \$9.24 FEDERAL FUNDS AND \$4.16 STATE FUNDS. ONLY \$43.84 STATE SHARE (\$48 MAXIMUM STATE SHARE LESS \$4.16 ALLOWED ON THE VOUCHER CLAIM) MAY BE CLAIMED ON THE BH! CLAIM, MAKING THE BASIS FOR STATE PARTICIPATION \$65.76 (\$43.84 = 2/3 of \$65.76). (SEE CASE NO. 10, FORM CA 801 AND CASE NO. 5, FORM CA 801-BH!.)*

IF THIS EXAMPLE WERE A NON-COUNTY CASE, THE ACTUAL STATE SHARE ON THE VOUCHER CLAIM WOULD BE \$6.24 AND ON THE BHI CLAIM \$65.76, OR A TOTAL OF \$72.

(W&IC 1507, 1510, 1511, 1512, 1552.3, 1553, 1554, 1556, 1556.5, 1559, 1560; FSS - ADMIN .)

627-80 FEDERAL PARTICIPATION ON CHILDREN BETWEEN AGES OF 16 AND 18 YEARS ANC

627-80

The Federal Government participates in ANC for children between the ages of 16 and 18 years if such children are regularly attending school in accordance with rules and regulations of the SDSW, and provided the children are otherwise eligible for Federal participation. (SEE SECS. 235-15, VERIFICATION OF REQUIREMENTS FOR FEDERAL PARTICIPATION, 235-20, SCHOOL ATTENDANCE AS REQUIREMENTS FOR FEDERAL PARTICIPATION, AND 628-00, PAYEES ELI-GIBLE UNDER SOCIAL SECURITY ACT.) Federal participation is allowed for the full month in which the sixteenth birthday occurs, even though it has been verified that the child is not attending school. (W&IC 1553, 1560; FSS-ACT)

627-85 FEDERAL PARTICIPATION WHEN AN ADDITIONAL CHILD BECOMES 627-85 ELIGIBLE FOR AID DURING MONTH ANC

Federal participation for the full month is allowed for an additional child of a family receiving ANC for whom aid is approved to begin during the month, who meets all Federal requirements of eligibility, provided the grant is made in one total amount, one warrant is issued for the entire family group, and no separate amount is shown for the additional child.

> EXAMPLE A: TWO CHILDREN ELIGIBLE FOR FEDERAL PARTICIPATION ARE RECEIVING AID AT THE RATE OF \$100 ON DECEMBER 1. AID IS APPROVED TO BEGIN ON DECEMBER 14 FOR AN ADDITIONAL CHILD OF THE SAME FAMILY WHO IS ALSO ELIGIBLE FOR FEDERAL PARTICIPATION. AID CONTINUES AT THE RATE OF \$100 FOR THE FAMILY, ONE WAR-RANT IS ISSUED IN THE AMOUNT OF \$100 AND THE BASIS FOR FEDERAL PARTICIPATION FOR THE THREE CHILDREN IS \$54. (SEE CASE. No. 11, FORM CA 801.)*

> EXAMPLE B: Two children eligible for Federal Participation are receiving and at the rate of \$150 (\$130.50 basis for state participation and \$19.50 county supplemental and). An additional child becomes eligible for ANC on December 13, and is also eligible for Federal Participation. The Basis FOR STATE PARTICIPATION IS INCREASED TO \$150 AND AND IS CONTINUED AT THAT RATE. ONE WARRANT IN THE AMOUNT OF \$150 IS ISSUED. THE BASIS FOR STATE PARTICIPATION FOR THE MONTH OF DECEMBER IS \$150 AND THE FEDERAL BASIS IS \$54. (See Case No. 12, FORM CA 801.)*

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99. County Aid Claim Forms. (Section Continued on Next Page)

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627-50

2. When less than the maximum monthly grant is paid in advance to the relative or guardian for the full month, or when less than the maximum is paid in advance or during the month for a partial month and a payment is also made to a boarding home, the maximum reimbursement of state funds is allowed between both the voucher and BHI claims. The voucher claim should show the total amount paid to the relative or guardian and the regular bases for Federal (if eligible for Federal) and state participation for the full month, not to exceed the amount actually paid. The BHI claim should show the warrant amount paid to the boarding home or institution; however, the basis for state participation should be only in an amount necessary to effect the maximum state reimbursement in both payments for the month, not to exceed the amount actually paid. The Notice of Change (Form CA 232) should show the effective date of the change of payee and the new monthly rate.

TRANSFER FROM RELATIVE TO BHI. FULL MONTH PAID IN ADVANCE TO RELATIVE LESS THAN MAXIMUM. EXAMPLE D: A 15-YEAR-OLD CHILD HAVING ONE YEAR'S OR MORE COUNTY RESIDENCE AND LIVING WITH THE MOTHER IS RECEIVING AID AT THE RATE OF \$64.50 A MONTH. ON DECEMBER 16 THE CHILD IS MOVED TO A BOARDING HOME AND THE GRANT IS INCREASED TO \$77.50. THE CHILD IS THE ONLY CHILD IN THE BOARDING HOME. ON DECEMBER I A WARRANT IS ISSUED TO THE MOTHER FOR THE FULL MONTH IN THE AMOUNT OF \$64.50.AT THE END OF THE MONTH A WARRANT IS ISSUED TO THE BOARDING HOME FOR 16 DAYS AID IN THE AMOUNT OF \$40.00 (16/31 x \$77.50). THE TOTAL AMOUNT OF THE ADVANCE PAYMENT OF \$64.50 IS SHOWN ON THE VOUCHER CLAIM AS THE BASIS FOR STATE PARTICIPATION AND \$24 IS SHOWN AS THE BASIS FOR FEDERAL PARTICIPATION, RESULTING IN AN ACTUAL CLAIM OF \$13.50 FEDERAL FUNDS AND \$34 STATE FUNDS. ONLY \$44 STATE SHARE (\$48 MAXIMUM STATE SHARE LESS \$34 ALLOWED ON THE VOUCHER CLAIM) MAY BE CLAIMED ON THE BHI CLAIM, MAKING THE BASIS FOR STATE PARTICIPATION \$21 (\$14 = 2/3 OF \$21). (SEE CASE NO. 8, FORM CA 801 AND CASE NO. 3, FORM CA 801-BHI.)*

IF THIS EXAMPLE WERE A NON-COUNTY CASE, THE ACTUAL STATE SHARE ON THE VOUCHER CLAIM WOULD BE \$51.00 AND ON THE BHI CLAIM \$21.00, OR A TOTAL OF \$72.

TRANSFER FROM RELATIVE TO BHI. PARTIAL MONTH PAID TO RELATIVE IN ADVANCE — LESS THAN MAXIMUM. EXAMPLE E: A 15-YEAR-OLD CHILD HAVING ONE YEAR'S OR MORE COUNTY RESIDENCE AND LIVING WITH THE MOTHER IS RECEIVING AID AT THE RATE OF \$66 A MONTH. ON DECEMBER 6 THE CHILD IS MOVED TO A BOARDING HOME AND THE GRANT IS DECREASED TO \$60. THE CHILD IS THE ONLY CHILD IN THE BOARDING HOME. THIS CHANGE IS KNOWN IN ADVANCE AND ON DECEMBER I A WARRANT IS ISSUED TO THE MOTHER FOR 5 DAYS! AID IN THE AMOUNT OF \$10.65 (5/31 x \$66). AT THE END OF THE MONTH A WARRANT IS ISSUED TO THE BOARDING. HOME FOR 26 DAYS! AID IN THE AMOUNT OF \$50.32 (26/31 x \$60). THE TOTAL AMOUNT OF THE ADVANCE PAYMENTOF \$10.65 IS SHOWN ON THE VOUCHER CLAIM AS THE BASES FOR STATE AND FEDERAL PARTICIPATION, RESULTING IN AN ACTUAL CLAIM OF \$6.83 FEDERAL FUNDS. AND \$2.55 STATE FUNDS. THE BASIS FOR STATE PARTICIPATION ON THE BHI CLAIM IS THE SAME AS THE WARRANT AMOUNT, \$50.32, RESULTING IN AN ACTUAL CLAIM OF \$33.55 STATE FUNDS (2/3 OF \$50.32). THE TOTAL STATE SHARE FOR THE MONTH ON BOTH CLAIMS IS ONLY \$36.10 (\$2.55 ON THE VOUCHER CLAIM PLUS \$33.55 ON THE BHI CLAIM) AS THE AMOUNT PAID TO THE BOARDING HOME IS NOT SUFFICIENT TO ALLOW THE MAXIMUM OF \$48.00 FOR THE MONTH. (SEE CASE NO. 9, FORM CA 801 AND CASE NO. 4, FORM CA 801-BHI.)*

IF THIS EXAMPLE WERE A NON-COUNTY_CASE, THE ACTUAL STATE SHARE ON THE VOLUCER CLAIM WOULD BE \$3.82 AND ON THE BHI CLAIM \$50.32 OR A TOTAL OF \$54.14.

^{*}Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

628-00 PAYEES ELIGIBLE UNDER SOCIAL SECURITY ACT

628-00

Federal participation is available for ANC only when the child or children are living in the home of the person:

- A. To whom the warrant is issued:
- B. Whose signature appears either on the Application (Form CA 200), or on the Notice of Change (Form CA 232);
- C. Who bears one of the following degrees of relationship:

1.	Father	16.	Brother of the half-blood
2.	Adoptive father	17.	Brother-in-law
3.	Mother	18.	Half-brother-in-law
4.	Adoptive mother	19.	Adoptive brother
5.	Grandfather	20.	Sister
6.	Grandfather-in-law (meaning the	21.	Sister of the half-blood
	husband by a second marriage of	22.	Sister-in-law
	one of the child's natural grand-	23.	Half-sister-in-law
	mothers)	24.	Adoptive sister
7.	어려워 집에 대통해 어느 아이들은 요리에서 하면 있다면 하는데	25.	Step-brother
8.	Adoptive father of the child's	26.	Step-brother-in-law
	natural parent	27.	Step-sister
9.	Grandmother	28.	Step-sister-in-law
10.	Grandmother-in-law (meaning	29.	Uncle (of the half- or
	the wife by a second marriage		whole-blood)
	of one of the child's natural	30.	Aunt (of the half- or
	grandfathers)		whole-blood)
11.	Great-grandmother	31.	Uncle-in-law
12.	Adoptive mother of a child's	32.	
	natural parent	33.	Great-uncle (including
13.	Step-father (but not his parents)		great, great, etc.)
14.	Step-mother (but not her parents)	34.	Great-aunt (including
15.	Brother		great, great, etc.) (W&IC 1560; FSS-ADMIN.)
			(WEIC 1560; FSS-ADMIN.)

628-05 REPORTING OF CANCELED AD WARRANTS OAS, ANB, APSB, ANC

628-05

Any warrants for which claims were allowed by the SDSW, and which are subsequently canceled, shall be reported in their respective items on the Aid Affidavits (Form Ag, Bl, CA 800, CA 800-BHI). Detail is shown on the Report of Canceled Warrants (Form Ag, Bl, CA 804) which accompanies each respective claim. Current cancelations shall be crossed off the Aid Pay Roll (Form Ag, Bl, CA 801, CA 801-BHI) and shall not be included in any totals on the aid claims. (See Secs. 361-33, Cancelation of Warrants for Months During Which Recipient was ineligible Under Suspension of Grant Procedure, and 611-90, Cancelation of Aid Warrants.)

627-85 (Continued)

627-85

When, however, a supplemental warrant is drawn subsequent to the issuance of the first warrant because an additional child becomes eligible during the month, the amount subject to Federal matching is computed on the basis of each individual warrant.

EXAMPLE C: Two children eligible for Federal participation are receiving ANC at the rate of \$100 on December 1. The family grant is increased to \$120 on December 14, when and is approved to begin for an additional child of the same family, who is also eligible for Federal Participation. The method of arriving at the total payment for the month is as follows:

#3 DAYS @ \$100 \$ 4# 93 #8 DAYS @ \$120 \$ 69.68

TOTAL BASIS FOR STATE PARTICIPATION \$111.61

AT THE BEGINNING OF THE MONTH, ONE WARRANT IS DRAWN IN THE AMOUNT OF \$100 FOR THE FIRST TWO CHILDREN, AND IN THE MIDDLE OF THE MONTH A SUPEEMENTAL WARRANT IN THE AMOUNT OF \$11.61 IS ISSUED TO COVER THE INCREASE FOR THE THIRD CHILD.

THE BASIS FOR FEDERAL PARTICIPATION IS \$39 IN THE FIRST WARRANT OF \$100 ISSUED FOR THE FIRST TWO CHILDREN AND \$11.61IN THE SUPPLEMENTAL WARRANT ISSUED FOR THE ADDITIONAL CHILD, OR A TOTAL OF \$50.61 FOR THE THREE CHILDREN, INSTEAD OF \$54. (SEE CASE No. 13, FORM CA 801.)*

ONE WARRANT IN THE AMOUNT OF \$120 IS ISSUED FOR THE NEXT MONTH, IF THE CHILDREN REMAIN ELIGIBLE FOR THE SAME AMOUNT. THE BASIS FOR FEDERAL PARTICIPATION IS \$54. (WAIC 1553, 1511, 1560; FSS-ADMIN.)

.627-90 TWO OR MORE FAMILY BUDGET UNITS IN ONE HOUSEHOLD ANC

627-90

When two or more family budget units are maintaining the same household and there is a responsible person, as defined in Sec. 628-00, Payees Eligible Under Social Security Act, in charge of each family budget unit who receives separate monthly warrants, Federal participation is available on the basis of the amount paid up to a maximum of \$24 for one eligible child in each family, and up to a maximum of \$15 for each of the additional eligible children in each family. (See Case Nos. 5 and 6, Form CA 801.)* When all of the children in a household are in the care and control of one person or the aid for all of the children in the household is paid to one person, Federal participation is allowed on the basis of the amount paid up to a maximum of \$24 for only one eligible child in the household and up to a maximum of \$15 for each additional eligible child in the same household. (See Case No. 14, form CA 801.)* (Wall 1553, 1560, FSS ADMIN.)

*Examples of the various types of cases are shown on the sample forms in Sec. 629=99, County Aid Claim Forms.

628-10 STATE AUDIT OF AID CLAIMS
OAS, ANB, APSB, ANC

628-10

County aid claims are audited to records in the office of the SDSW and certified to the State Controller in the amounts for which such aid claims are approved.

County aid claims are allowed according to the authorization in the SDSW files at the time of audit. Such authorization shall be forwarded to the SDSW immediately and must be received not later than 15 days after action by the board of supervisors to avoid loss of state and Federal participation in the amounts claimed. It is important that there be complete coordination between the county welfare department and the county auditor's office, or any other unit which prepares aid claims, to effect the prompt submission of all necessary documents supporting every aid claim, and to insure the inclusion of an aid claim for every approved case. (W&IC 1559, 1560, 2180, 2189, 3075, 3087.3, 3460, 3482)

628-15 TRANSMITTALS

628-15

OAS, ANB, APSB, ANC

Notices of Change (Forms Ag, Bl and CA 232) forwarded to the SDSW shall be accompanied by two copies of a transmittal listing each name, state case number and effective date of change

Applications (Forms Ag, Bl and CA 200) forwarded to the SDSW shall be accompanied by two copies of a transmittal listing names, state case numbers and beginning date of aid. If the state case number is not available, documents will be listed alphabetically.

A separate transmittal will be used for each category of aid and for each board action date. Notices of Change and applications may not be forwarded on the same transmittal. Cases listed on transmittals shall be in state case number order, with the exception that cases which have not yet been assigned state numbers shall be listed in alphabetical order.

Transmittals for each category of aid shall be numbered consecutively and on each last transmittal affecting any month's claim, there shall be a certification to the effect that this transmittal completes all of the documents acted upon by the board of supervisors during that month.

Automatic restorations shall be reported together with other notices of change during the month in which the restoration takes place.

On one copy of the transmittal the SDSW will acknowledge receipt of the document transmittal and return it to the sender. Any omissions, overcharges or errors will be noted on the receipted copy (W&IC 1559, 1560, 2140, 2189, 3075, 3087.3,3460, 3482)

628-20 AID CLAIM CORRECTION OAS, ANB, APSB, ANC

628-20

A claim letter notifies the counties of approval of aid claims or corrections and changes in amounts made during the aid claim audit by the SDSW. The reason for each change or correction is given to assist the counties in correcting continuing errors and to demonstrate the correct method of computing claims.

The county financial records should be reconciled to the claim correction letters so that state and county records agree. Questions should be immediately taken up with the SDSW. (W&IC 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

628-05

In OAS and ANB separate Forms Ag, Bl 804 shall be prepared for canceled warrants covering months before and after October 1, 1946, due to the change in Federal participation on that date. In addition another separate Form Ag 804 for canceled OAS warrants covering months subsequent to August 1, 1947, and another separate Form Bl 804 for canceled Bl warrants covering months subsequent to October 1, 1947, shall be prepared due to the change in ratio of state participation on those dates, so that the proper amounts of Federal and state shares may be computed on a total basis for each group of warrants, and in OAS so that proper amounts of administrative expense may be credited on warrants issued for months prior to October, 1946.

In OAS, ANB, and APSB the method for computing the Federal, state, and county shares of groups of canceled warrants is the same as for computing aid payrolls. If a single warrant, issued for October, 1946, or any month thereafter is reported canceled, the Federal, state, and county shares are computed in accordance with Sec. 627-10, Chart of Financial Participation in Grants of Aid. The state share may be based upon different ratios depending upon whether the warrant was issued before or after August 1, 1947, in OAS, and October 1, 1947, in ANB and APSB. In warrants for less than \$500 covering the total payment for a month, the Federal share is more than the warrant amount, making the state and county shares minus amounts. For example, the Federal share of a \$4.00 OAS warrant is \$4.50 (see Sec. 627-30). The state share is 5/6 or 6/7 of -50¢, depending upon the date of the warrant.

In ANC, both for a single warrant or a group of warrants, the Federal, state, and county shares for each warrant are reported on the cancelation schedule. The shares shall be computed in accordance with the rules and regulations applicable at the date the warrant was issued. (WHIC 1560, 2140, 3075, 3460)

628-06 CLAIM FOR WARRANTS ISSUED IN LIEU OF CANCELED WARRANTS OAS, ANB, APSB, ANC

628-06

When a warrant is issued in lieu of a canceled warrant, within the time limit specified in Sec. 611-90, Cancelation of Aid Warrants, and the cancelation has been reported, Federal (if eligible to Federal) and state reimbursement may be claimed by reporting the reissued warrant on a supplemental payroll in the same manner as retroactive payments are reported. (See Sec. 626-50, Supplemental AID CLAIMS.) Full explanation shall be given including the warrant number of the canceled warrant; also the name of payee on the canceled warrant if the reissued warrant is made payable to a person other than the original payee. (W&IC 1560, 2140, 3075, 3460)

655-30

Example: In January, 1944, an application is approved by the SDSW for aid to begin on November 1, 1943. January aid is claimed on the regular January claim. One supplemental claim is prepared for November and December which clearly indicates the amounts being claimed for each month. Both the supplemental claim and the regular January claim are submitted under the January affidavit. (W&IC 1557, 1559, 1560)

655-40 IDENTIFICATION ON INSTITUTIONAL AID CLAIMS

655-40

The following information shall be included on each Monthly Claim for State Aid to Needy Children (Form CA 801-I); institution filing claim; month and year for which such aid claim is filed; State case number; family and given name of children; effective date of discontinuance (if any); amount received for specific support of a child from other than public funds for time claimed; time claimed (when less than a full month); amount due from State for each child. (W&IC 1559)

655-50 PARTIAL MONTH CLAIMS

655-50

In computation of a partial month claim, the rate of aid per day is computed on the basis of the actual number of days in the month. The appropriate SDSW rate table should be used to determine the amount of such claim.

The day on which aid begins for a child and the day on which aid is discontinued are included in the number of days for which aid is claimed.

Example A: ANC IN THE AMOUNT OF \$24 A MONTH IS APPROVED TO BEGIN NOVEMBER 6. AID FOR 25 DAYS IS ALLOWED (25/30 x \$24), MAKING A TOTAL CLAIM OF \$20.00.

EXAMPLE B: ANC IN THE AMOUNT OF \$24 PER MONTH IS DISCONTINUED ON DECEMBER 28. AID FOR 28 DAYS IS ALLOWED (28/3) x \$24), MAKING A TOTAL CLARM OF \$21.68. (SEE CASE No. 4, FORM CA 801-1)

(W&IC 1558)

655-70 AUDIT AND PAYMENT OF INSTITUTIONAL AID CLAIMS

655-70

Institutional aid claims are audited to records in the office of the SDSW and certified to the State Controller for payment. Payment is not made by the State until after the care and maintenance of the child have been furnished and the institutional aid claim for reimbursement has been approved by the SDSW.

Payments are made in accordance with the authorization in the SDSW files at the time of audit of aid claim. Such authorization includes the approved Application (Form CA 200) and any subsequent Notices of Change (Form CA 232). These documents should be submitted promptly in order that the claim may be allowed. (W&IC 1559)

655-80 INSTITUTIONAL AID CLAIM CORRECTION ANC

655-80

The SDSW notifies the institution of changes or corrections in the amount of each institutional aid claim by means of a claim correction letter. The reason for each change or correction is stated to assist the institution in correcting continuing errors and to demonstrate the correct method of computing claims. The financial records of the institution should be reconciled with the claim correction letter so that State and institutional records agree. Questions should be immediately taken up with the SDSW. (W&IC 1559, 1560)

655-00

655-00 METHOD OF CLAIMING REIMBURSEMENT OF AID

655-00

ANC for children supported and maintained by institutions may be claimed by such institutions directly from the state in an amount not exceeding \$24 per month per child.

Reimbursement of such aid is allowed institutions on the basis of month—
ly claims made directly to the SDSW. (See Sec. 160-00, Previsions of W&IC REGARDING INSTITUTIONAL INMATES.) (W&IC 1510, 1557)

655-10 FORMS USED IN INSTITUTIONAL AID CLAIMS

655-10

Institutional aid claims consist of the following forms:

- 1. Institutional Affidavit (Form CA 800-I), an affidavit certifying to the total amount of the claim and setting forth certain facts in relation to the validity of the claim;
- 2. Monthly Claim for State Aid to Needy Children (Form CA 801-I), a report of all children in the institution on whose behalf aid is claimed by the institution.

(SEE FORMS CA 800-1 AND CA 801-1 IN SEC. 655-99, INSTITUTIONAL AID CLAIM FORMS.) (W&IC 1559)

655-20 SUBMISSION OF INSTITUTIONAL AID CLAIMS ANC

655-20

Institutional aid claims shall be submitted to the SDSW immediately after the end of the month for which such aid claims are made. (For exception see Sec. 655-30, Supplemental Institutional Aid Claims.) All copies of the aid claim shall be legible and identical. Care shall be taken that corrections made on one copy are made on the others, that no page is missing or defaced, that the same items appear on the same page of each copy, and that related items in the various columns on the forms are in alignment.

Institutional aid claims should include all children for whom care and maintenance have been furnished for the particular month for which the claim is filed and for whom ANC has been approved. These cases shall be listed in State case number order. (W&IC 1559)

655-30 SUPPLEMENTAL INSTITUTIONAL AID CLAIMS

655-30

Supplemental claims may be submitted for cases which had not been approved by the SDSW at the time the regular monthly claim was submitted. In such instances, a separate supplemental claim shall be prepared which shall clearly indicate the month or months for which aid is being claimed on each case. The supplemental claim shall be attached to a regular current month's claim, and shall be submitted to the SDSW under one affidavit.

670-88 OVERPAYMENTS RESULTING FORM CONDITIONAL RESTORATION IN OAS

CAS

670-88

In OAS a duty exists to request repayment of all aid conditionally paid to which, upon completion of investigation, the recipient is shown to have been ineligible. (See Sec. 361-22, Investigation of Conditional Restoration) (M&IC 2183.9)

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670-80

Example 8: If, in the foregoing example, the recipient had purposely withheld information from the county regarding ownership of any stock, actual fraud would have been committed, and repayment of \$1,040 would be due.

670-85 OVERPAYMENTS CAUSED BY INCOME OAS, ANB, APSB, ANC

670-85

If an overpayment caused by income is discovered too late to effect an adjustment in the grant within the current income period (for exception in APSB see Sec. 361-19, ADJUSTMENT IN AMOUNT OF GRANT), the right to request repayment of aid exists only in those cases where the recipient committed fraud, either actual or constructive. Where the overpayment was the result of a mistake of fact, no right to request repayment of aid exists. (See Glossary, Fraud, and Mistake of Fact.) (W&IC 1506, 2007, 2222, 3006, 3405; AGO NS4473)

- Example A: Recipient is receiving an ANB grant of \$50 a month. Ald began february 1, 1943. The county in January, 1944, discovers that in September, 1943, recipient received deductible income of \$65, which was not used to meet bona fide needs of the recipient. Since he neglected to report this income, constructive fraud was committed, and the right exists to request repayment of \$15.
- Example 8: Recipient is receiving an OAS grant of \$46 A month, \$4 being deducted for use and occupancy value. The county discovers that the deduction of \$4 was in error, and that, on the basis of the assessed valuation, etc., \$6 should have been deducted. Overpayments of \$2 A month occurred. Adjustment may be made as provided in Sec. 361-10, Decrease in Grant, for the overpayments occurring within the current income period. Since the recipient did not commit fraud, either actual or constructive, but a mistake of fact occurred, no right exists to request repayment of overpayments which occurred prior to the current income period.

In OAS, ANB, and ANC the county shall determine whether the income was used to meet bona fide needs which had not been taken into consideration in computing the amount of the grant. If the income was so used, the county may determine that no overpayment occurred. (W&IC 1511, 1560, 2020, 2140, 3075, 3084)

Example C: A mother is receiving an ANC grant of \$67 A month for her three children. In December she worked part-time and earned \$20. The county discovers the receipt of this income in January and verifies that the income was spent to buy eyeglasses needed for one of the Children; this need had not been taken into consideration when the grant was computed. The county may determine that no overpayment occurred, and that no repayment is in order.

13 3

672-50 DISTRIBUTION OF ADJUSTMENTS OAS, ANB, APSB, ANC

672-50

Where the repayment is equal to the total amount of the overpayment, the Federal and State shares of the repayment are computed on a "Claimed-less-shouldhave-claimed" basis. See Examples A through F.

When the repayment is made in installments, the first installment is applied to the earliest part of the period during which overpayment occurred and the remaining installments are applied in succession. The Federal, State and county shares are determined by computing the difference between the respective shares of the grant before and after the application of the installment. See examples G. H. and I.

> "Conditions are assumed such as to place Examples A through F in the category of adjustments."

AGED AID

Example A

Overpayment of \$20.00 for December 1946	Total	Federal	State	County
Grant December 1946	\$55.00	\$25.00 * 20.00 * \$ 5.00	\$25.00	\$ 5.00
Correct Grant	35.00		12.50	2.50
Distribution of Repayment	\$20.00		\$12.50	\$ 2.50

*Federal participation is 1/2 of grant up to \$45.00 plus \$2.50. State and county participation is 5/6 and 1/6 respectively of the balance.

Example B . (For OAS repayments applicable to periods subsequent to July 31, 1947)

Overpayment of \$10.00 for October 1947 and \$20.00 for November 1947	Total	Federal	State	County
Grant for October 1947 Correct Grant Distribution of Adjustment	\$60.00 50.00 \$10.00	\$25.00 * 25.00 *	\$30.00 . 21.43 \$.8.57	\$ 5.00 , 3.57 \$ 1.43
Grant for November 1947 Correct Grant Distribution of Adjustment	\$60.00	\$25.00 * . 22.50 * \$.2.50	\$30.00 , 15.00 \$15.00	\$ 5.00 2.50
Distribution of Total Adjustment	\$30.00	\$ 2.50	\$23.57	\$ 3.93

*Federal participation is 1/2 of grant up to \$45.00 plus \$2.50. State and county participation is 6/7 and 1/7 respectively of the balance.

671-50 ALLOCATION OF REPAYMENTS TO PERIODS OAS, ANB, APSB, ANC

671-50

When a person making a voluntary repayment of aid legally granted, specifies the period to which he wishes the repayment allocated, it shall be so allocated. In the absence of such specification, the amount of such collection shall be allocated to the entire period during which aid was received and shall be considered a repayment, partial or total, of the entire amount of aid granted.

Collections resulting from claims against estates and actions against responsible relatives (See Sec. 673-00, Classification of Collections) are allocated to the period during which the amount for which action is taken was paid. The amount collected may represent either total or partial repayment for such period.

Adjustments shall be allocated to the period during which the basis for the adjustment accrued. (SEE SEC. 672-00, CLASSIFICATION OF ADJUSTMENTS.) (WAIC 1504, 1560, 2024, 2140, 2224, 3007, 3075, 3088, 3406, 3460, 3474; FSS-ADMIN.)

672-00 CLASSIFICATION OF ADJUSTMENTS OAS, ANB, APSB, ANC

672-00

Repayment of aid made as a result of any one of the following conditions shall be considered adjustments:

- 1. Payments of aid beyond date of discontinuance.
- 2. Payments made in excess of authorized grant of aid.
- 3. Payments made subsequent to date of death of recipient.
- 4. Regular or intermittent contributions from relatives whether such contributions pertain to a past, present or a continuing period, except lump sum payments made upon order of the court. (Section 579-00, CLASSIFICATION OF COLLECTIONS.)
- Overpayments resulting because of possession of excess assets, receipt of excess income or other reasons discovered after the award is approved. (See Secs. 670-75 through 671-25) This includes claims filed by the SDSW against estates of deceased recipients of OAS under the provisions of Sec. 2223 of the W&IC. (See Secs. 670-00, labular Analysis of Provisions of W&IC Regarding Repayment; 130-00, Real Property, Provisions of the W&IC, 140-00, Provisions of the W&IC Regarding Personal Property,) (W&IC 1506, 1560, 2007, 2140, 2222, 2223, 2223, 2223, 2224, 3007, 3075, 3088, 3406, 3460, 3474; FSS-Admin.)

672-25 REPORTING OF ADJUSTMENTS OAS, ANB, APSB, ANC

672-25

Repayments of aid made as a result of any one of the conditions listed in Sec. 672-00, Classification of Adjustments, shall be reported on the aid affidavit (Forms Ag, Bl, CA 800, and CA 800 BHI) under the items provided for adjustments. Each claim shall be accompanied by Reports of Adjustments (Form ABC 803) which shall contain the detail to support these items. (See Forms Ag, Bl, CA 800; CA 800 BHI; and ABC 803 in Sec. 629-99, County Aid Claim Forms.) These affidavit items and forms are used only for reporting adjustments classified in Sec. 672-00. (W&IC 116, 1560, 2140, 3075, 3460)

672-50

AGED AID

Example G

An aged recipient received a grant of \$55.00 in January 1947 and \$50.00 in February 1947. Overpayment of \$45.00 occurred in January 1947 and \$10.00 in February 1947. Conditions are assumed such as to place this problem in the category of an adjustment.

lst installment of \$15.00	Total	Federal	State	County
Grant January 1947	\$55.00	\$25.00	\$25.00	\$ 5.00
Grant after deducting \$15.00 repayment Distribution of Repayment	40.00 \$15.00	\$ 2.50	14.58 \$10.42	\$ 2.08

2nd installment of \$40.00 (\$30.00 January and \$10.00 February 1947)

	Total	Federal	State	County
Remaining grant January 1947	\$40.00	\$22.50	\$14.58	\$ 2.92
Correct Grant	10.00	7.50	. 2.08	
Repayment for January 1947	\$30.00	\$15.00	\$12.50	
Grant February 1947	\$50.00	\$25.00	\$20.83	\$ 4.17
Correct grant	40.00	. 22.50	14.58	. 2.92
Distribution of Repayment	\$10.00	\$.2.50	\$ 6.25	\$ 1.25

Example H

An ANB recipient received \$35 in October, 1946, and \$60 in November, 1946. In January, 1947, it was discovered that the grants should have been \$20 for October and \$40 for November. A repayment of \$10 was made in January 1947, \$10 in February, 1947, and \$15 in March, 1947. Conditions are assumed such as to place this problem in the category of an adjustment.

The first \$10 is applied to the October overpayment, as follows:

	Total	Federal	State	County
Actual October Grant	\$35.00	\$20.00	\$ 7.50	\$ 7.50
Grant after deducting \$10 January repayment Distribution of Repayment	25.00	15.00 \$ 5.00	5.00 \$ 2.50	\$ 2.50

PUBLIC ASSISTANCE PROGRAM .	FINANCIAL PROCEDURES-REPAYMENTS	672-50
672-50 (Continued)	tomila	672-50
BLIND AID		THE OFFI

Example C

Overpayment of \$26.00 for March 1947	Total	Federal	State	County
Grant for March 1947	\$65.00	\$25.00*	\$20.00	\$20.00
Correct Grant	39.00	22.00*	8.50	, 8.50
Distribution of Repayment	\$26.00	\$ 3.00	\$11.50	\$11.50

*Federal participation in grant is computed as in Aged. State and county participates 1/2 and 1/2 respectively of the balance.

Example D (For Blind Aid repayments applicable to periods subsequent to September 30, 1947)

Overpayment of \$54.00 for October 1947	Total	Federal	State	County
Grant October 1947	\$75.00	\$25.00%	\$37.50	\$12.50
Correct Grant	21.00	13.00%	. 6.00	2.00
Distribution of Repayment	\$54.00	\$12.00	\$31.50	\$10.50

*Federal participation in grant is computed as in Aged Aid. State and county participates 3/4 and 1/4 respectively of the balance.

CHILDREN'S AID

Example E

Overpayment of \$35.00 for December 1946	Total	Federal	State	County
Grant December 1946 (2 El. children) Correct Grant Distribution of Repayment	\$67.50	\$22.50 *	\$30.00	\$15.00
	32.50	.19.25 *	. 8.83	4.42
	\$35.00	\$.3.25	\$21.17	\$10.58

*Federal participation in grant for 2 eligible children is 1/2 of the grant up to \$39.00 plus 2 x \$1.50. State and county participate 2/3 and 1/3 respectively of the balance.

Example F (For CA repayments applicable to periods subsequent to September 30, 1947)

Overpayment of \$63.00 for October 1947	Total	Federal	State	County
Grant October 1947	\$85.50	\$13.50	\$48.00	\$24.00
Correct Grant (1 El. Child)	. 22.50	.12.75	. 6.50	3.25
Distribution of Repayment	\$63.00	\$75	\$41.50	\$20.75

673-00	FINANCIAL PH	ROCEDURES-	-REPAYMENTS	PUBLIC ASSISTA	NCE PROGRAM
672-50	(Continued)				672-50
		Total	Federal	State	County
	Actual September, 1946, Grant excluding county supplemental				
	aid	\$60.00	\$15.00	\$30.00	\$15.00
	September, 1946, Grant, after deducting \$10 of January				
	repayment	50.00	15.00	23.33	11.67
	Distribution	\$10.00	\$	\$ 6.67	\$ 3.33

Of the total \$20 paid in January, the State gets \$6.67, and the county gets \$13.33, \$10 of which defrays the \$10 overpayment of county supplemental aid during the period.

The \$25 repayment received in February is applied \$10 against the October overpayment and \$15 against the November overpayment.

	Total	Federal	State	County
Actual Grant October, 1946 Correct Grant October, 1946 Distribution of \$10 of	\$67.50 57.50	\$22.50 22.50	\$30.00 23.34	\$15.00
February repayment	\$10.00	\$	\$ 6.66	\$ 3.34
Actual Grant, November, 1946 November, 1946, Grant, after applying remaining \$15 of	\$50,00	\$22,50	\$18.33	\$ 9.17
February repayment Distribution of \$15	35.00 \$15.00	\$ 2.00	9.67 \$ 8.66	\$ 4.34
Total distribution of February \$25 repayment	\$25.00	\$ 2.00	\$15.32	\$ 7.68

The \$35 repayment in March is applied to the balance of the November, 1946, repayment, which has the effect of reducing the November grant to zero. Therefore, the Federal share is \$20.50, the State share is \$9.67, and the county share is \$4.83.

The principles illustrated in each of the above examples are applicable to all three categories. (W&IC 1504, 2024, 2223.5, 2224, 3088, 3474, FSS-ADMIN.)

673-00 CLASSIFICATION OF COLLECTIONS OAS, ANB, APSB, ANC

673-00

Repayments of aid made as a result of any one of the following conditions are considered collections:

1. Voluntary repayments of aid or assistance by recipients.

2. Claims filed against estates of deceased recipients of aid under former provisions of the OAS Law canceled on November 5, 1940. Cases of this type should be practically non-existent now.

Lump sum payments from legally responsible relatives covering past periods (See Sec. 170-00, Relatives Statutory Provisions) (W&IC 1560, 2140, 2224, 3075, 3088,

672-50

Out of the \$10 received in February, \$5 is applied to the October grant to reduce it to its proper amount, \$20, and the remaining \$5 is applied to the \$60 grant for November, reducing it to \$55. Computations are given below:

	Total	Federal	State	County
Remaining balance, October grant Correct Grant, October Distribution of first \$5 of February repayment.	\$25.00 20.00 \$ 5.00	\$15.00 12.50 \$ 2.50	\$ 5.00 3.75 \$ 1.25	\$ 5.00 3.75 \$ 1.25
Actual Grant, November Grant, after deducting remaining \$5 of	\$60.00	\$25.00	\$17.50	\$17.50
February repayment Distribution of \$5 repayment	55.00 \$ 5.00	25.00	15.00	\$ 2.50
Distribution of total \$10.00 February repayment	\$10.00	\$ 2.50	\$ 3.75	\$ 3.75

The \$15 repayment received in March, 1947, is applied to the \$55 remaining balance of the November grant, reducing it to its proper \$40.

	Total	Federal	State	County
Remaining balance,	150			
November grant	\$55.00	\$25.00	\$15.00	\$15.00
Grant, after deducting \$15 March repayment	40.00	22.50	8.75	8.75
Distribution of \$15 repayment	\$15.00	\$ 2.50	\$ 6.25	\$ 6.25

Example I

An ANC family with two children, both eligible to Federal participation. received the following grants: September, 1946, \$70, including \$10 supplemental aid; October, 1946, \$67.50; November, 1946, \$50. The grants should have been: September, 1946, \$50; October, 1946, \$57.50; and reaid should have been extended in November, 1946. The total overpayment was liquidated by a \$20 repayment in January, 1947, \$25 repayment in February and \$35 in March, 1947. Conditions are assumed such that the problem is classified as an adjustment. Computations are as follows:

Over the period during which overpayment occurred, \$10 county supplemental aid was overpaid. This is taken first by the county, leaving \$70 (\$10 of the January payment and \$25 for February and \$35 for March), to be applied against the remainder of the overpayment.

674-05

Notification shall be given to any recipient who made a repayment of aid which is determined to have been an erroneous repayment and he shall be advised of his right to seek reimbursement.

A voluntary repayment of aid, made upon the initiative of the payer without request or suggestion on the part of the county, constitutes a gift, and shall not be deemed to have been erroneous. (AGO NS 1459)

If the county wishes to have the SDSW make an independent finding in addition to the county's finding, request for such a finding shall be made in writing to the SDSW at Sacramento; the request shall be accompanied by a statement showing the claimant's contention, the amounts and periods involved, and the basis upon which the repayment was collected by the county. (W&IC 1560, 2140, 2222.7, 3075, 3460)

In cases where the county or the SDSW certifies that an erroneous repayment was made, the Federal, State and county shares of the erroneous repayment shall be returned.

Recipients of aid whose claim for the return of an erroneous repayment of aid has been rejected by the board of supervisors shall be informed of their right to appeal to the SSWB. (WAIC 1560, 2140, 3075, 3460)

674-10 FISCAL REPORTING OF RETURNS OF ERRONEOUS REPAYMENTS OAS, ANB, APSB, ANC

674-10

If the erroneous repayment was not previously reported to the SDSW on Form ABC 803, formerly Forms Ag, Bl, CA 803 (Report of Adjustments), or Ag, Bl, CA 805 (Report of Collections), the return of the erroneous repayment need not be reported to the SDSW, but all pertinent facts surrounding the return shall be incorporated in the county case record.

If the erroneous repayment has already been reported to the SDSW on Form ABC 803, formerly Forms Ag, Bl, CA 803, or 805, the county shall report the return of the erroneous repayment on a current claim as credit entries on Form ABC 803 as an adjustment or collection and deduct them from the total of regular adjustments or collections reported. The fiscal distribution of the credit item shall be in the same relative proportion as the distribution of the original repayment. The date on which the return was made, together with the check or warrant number shall be reported on Form ABC 803. If the county has no regular adjustments or collections to report, or if such regular adjustments or collections total less than the returns to claimants, credit entries will appear under the appropriate items on the Aid Affidavit, Forms Ag, Bl, CA 800.

In addition to inclusion on Form ABC 803, the return and all information pertaining thereto shall be reported to the SDSW for each individual case by means of a letter or Forms Ag, Bl, CA 808 (Notice of Repayment.) In the event Forms Ag, Bl, CA 808 is used, the heading of the form should be changed to "Notice of Return of Repayment." (Wall 1560, 2140, 2222.7, 3075, 3460)

673-50 REPORTING OF COLLECTIONS OAS, ANB, APSB, ANC

673-50

Collections are reported on the Aid Affidavits (Forms Ag, Bl, CA 800 and CA 800 BHI) under the items provided and detail is shown on Report of Adjustments (Form ABC 803), accompanying each respective claim. Repayments of aid classified as collections or adjustments shall not be commingled but shall be reported on separate schedules (Form ABC 803). (See Forms AG, BL, CA 800, CA 800 BHI AND ABC 803 IN Sec. 629-99, County AID CLAIM FORMS.) (W&IC 116, 1560, 2140, 3075, 3460)

673-75 ADDITIONAL REPORTS OF ADJUSTMENTS AND COLLECTIONS OAS, ANB, APSB, ANC

673-75

Notices of Repayment (Forms Ag, Bl, CA 808), are used to report all repayments of aid. It shall be stated in the space provided on such forms whether the repayment is an adjustment or a collection. It is also necessary to include on these forms specific information regarding the reason for and the amount of the overpayment as well as the period during which the overpayment occurred; also the method used in computing the total amount of the distribution of the repayment. (See FORMS AG, BL, CA 808 IN SEC. 674-99, FORMS USED IN REPORTING REPAYMENTS.) WAIC 1116, 1560, 2140, 3075, 3460)

674-00 DEFINITION OF ERRONEOUS REPAYMENTS
OAS, ANB, APSB, ANC

674-00

An erroneous repayment is a repayment of aid which has been collected upon the assumption that aid was extended to which the recipient was not in fact or by law entitled, and where it is later found that the recipient was in fact or by law entitled to the aid which he received. (W&IC 1560, 2140, 2222.7, 3075, 3460; AGO N\$4603)

674-05 CLAIMS FOR THE RETURN OF ERRONEOUS REPAYMENTS OAS, ANB, APSB, ANC

674-05

An individual who believes that he has repaid aid in error may request the return of such erroneous repayment. This request may be made at any time but shall be made in writing. The written request constitutes a claim for the return of the money erroneously repaid; the claimant need not file his request with the county auditor or county clerk since Political Code Sec. 4075 is deemed to have no bearing on claims of this nature. Assistance shall be given by the county welfare department to individuals who wish to file a request for the return of erroneous repayments of aid. (W&IC 1560, 2140, 3075, 3460; AGO N\$5736)

Claims for the return of erroneous repayments shall be approved by the board of supervisors if it is found that the repayment of aid was collected erroneously because of mistake of law or fact. In making findings with respect to erroneous repayments of aid, the county shall carefully determine if, during the period to which the repayment was applicable, there existed other factors of complete or partial ineligibility in addition to the one on which the repayment of aid was predicated; if such facts are found to have existed, it may be found that no return, or a return in a smaller amount, is in order. (AGO NS5736)

MAIN OFFICE SACRAMENTO 616 K STREET

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET EARL WARREN GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG DIRECTOR

Sacramento September 11, 1947

164

BOARDING HOME MANUAL LETTER NO. 7

The attached manual revisions Nos, 8 through 25 are to be entered in your copy of the Manual Boarding Homes for Aged and Children and the revision numbers canceled on the inside of the manual cover. These revisions were approved by the Social Welfare Board on August 22, 1947.

These revisions contain a number of important changes. A boarding home approved by a licensed child placing agency for its exclusive use is exempt from license during the period it is used exclusively by that agency. Sec. I-540 is revised to include the licensing of certain private schools for children under 16 years of age. County agencies may be licensed by the State Department of Social Welfare to place for adoption. The amount of State reimbursement to accredited licensing agencies has been increased to a new maximum and the method of reimbursement has been revised. The procedure for appeal from denial or modification of license has also been revised.

Will you please check Sections XIV and XV of the Appendix to see that each has its proper page 22. If you are short any page we shall be glad to forward a copy. Please correct page 5 of Section XV. The correct capacity for Casa Peralta Rest Home is 22 men and women.

There is a change in forms to be used in filing claims for subvention. For this purpose BHA-83 and BHC-83 will replace BHA-81 and BHC-81. See Section IX-350 revised. The revised forms attached are to take the place of those now in the manual following Chapter IX.

in the office of the Secretary of State
of the State of California

SER 1 7 1947

FRANK MJORDAN, Secretary of State

By
Assistant Secretary of State

I-300 HOMES FOR AGED UNDER JURISDICTION OF THE STATE DEPARTMENT OF MENTAL HYGIENE

I-300

A boarding home or institution which cares for the aged for compensation who are alcoholics, drug addicts, epileptics, or who are mentally deficient, insane, or mentally ill, is under the licensing jurisdiction of the State Department of Mental Hygiene. (W&IC 5700)

I-400 BOARDING HOMES AND INSTITUTIONS FOR CHILDREN: HOME FINDING I-400 AGENCIES

"No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

- (a) Maintain or conduct any institution, boarding home, day nursery, school other than a school conducted by an established religious organization, or other place for the reception, care, or education of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption." (W&IC 1620)

Boarding homes in exclusive use by a licensed child placing agency are exempt from license. (W&IC 1622.5)

I-430 FAMILY BOARDING HOMES FOR CHILDREN

I-430

A family boarding home for children is a private family home which accepts for 24-hour care, with or without compensation, one to fifteen children (inclusive), under sixteen years of age, including the children of the foster parents.

I-440 FOSTER FAMILY DAY CARE HOMES

I-440

A foster family day care home for children is a private family home which accepts for care during the day only, with or without compensation, one to ten children (inclusive), under sixteen years of age, including the children of the foster family.

I-450 PARENT-CHILD BOARDING HOMES

I-450

A parent-child home offers board and room, or room only, to parents with their children, including, as a clearly defined part of the service given, the care and supervision of the children while the parent is away either at work or elsewhere.

A parent-child boarding home is one which accommodates not more than six children under sixteen years of age, including the foster mother's own children, nor more than four family units, including the foster family unit. Employees and their children in residence (e.g. housekeeper and child) are included in the count of children and family units.

I-500 CHILDREN'S INSTITUTIONS

I-500

An institution for children is a home which accepts for care sixteen or more children under sixteen years of age, or which is so organized or administered that its service is essentially institutional in character regardless of the number of children cared for. Such institutions may be either commercial or philanthropic in character.

A directory of institutions for children is available from the SDSW. Standards may be obtained from the SDSW.

I-520 DAY NURSERIES

I-520

A day nursery for children is an institution which provides care during the day time only for eleven or more children, or which is so organized or administered that its service is essentially institutional in character regardless of the number of children cared for.

Such institutions may be either commercial or philanthropic in character and include the industrial day nursery operated on a seasonal basis, e.g., in connection with a cannery.

Standards are available from the SDSW.

I-540 PRIVATE SCHOOLS

I-540

Private day or boarding schools for children under sixteen years of age require a license from the SDSW with the exception of the private schools conducted by an established religious organization. However, private schools conducted by an established religious organization for children under four years and six months of age (the age at which children may be admitted to public kindergarten) do require a license from the SDSW. Likewise the summer program of a private boarding school conducted by an established religious organization, which consists of custodial care rather than education is also within the licensing jurisdiction of the SDSW.

I-560 SUMMER CAMPS

1-560

The following types of summer camps fall within the provisions of Sec. 1620 of the W&IC:

- (a) Summer camps conducted as part of the program of a children's institution or a foster home;
- (b) Non-commercial summer camps operated by youth organizations or service clubs;
- (c) Commercial summer camps operated by private individuals or corporations.

I-560 (Continued)

I-560

Summer camps conducted as a part of a children's institution are included in the licensing study of the institution; foster homes which have a summer camp program are likewise included in the evaluation of the particular home.

The SDSW does not exercise its jurisdiction over other commercial or non-profit summer camps of seasonal duration (summer camps operated by youth organizations, service clubs, or commercial summer camps operated by private individuals or corporations) unless the camp sponsor makes a request to file an application, or a complaint regarding the camp is received. Applications for a license are referred for health and fire clearance; complaints are investigated and action is taken as required.

PARENT-CHILD INSTITUTIONS I-580

I-580

A parent-child institution is a home for parents and children which cares for more than six children under sixteen years of age, or more than four family units, or which is so organized and administered that its service is essentially institutional in character regardless of the number cared for.

Standards are available from the SDSW.

CHILD PLACING AGENCIES I-600

I-600

Private agencies may be licensed by the SDSW to engage in the finding of homes for children under sixteen years of age, and to place children in such homes for temporary care or for adoption.

COUNTY ADOPTION AGENCY I-650

I-650

I-700

A county agency may be licensed by the SDSW to accept relinquishments for adoption; to find homes for children under 16 years of age and to place children in homes for adoption; to investigate and report upon petitions for adoption filed in the Superior Court of that county; and to perform such other functions in connection with adoptions as the SDSW deems necessary.

HOMES FOR CHILDREN UNDER JURISDICTION OF THE STATE DEPARTMENT I-700 OF PUBLIC HEALTH

Licensing of Homes and Institutions by SDPH

Under the provisions of Secs. 1400 through 1418, Health and Safety Code, private hospitals, sanataria, nursing homes, convalescent homes and maternity homes are required to secure a license from the SDPH. Mental institutions are excluded, and also facilities which depend upon prayer or spiritual means for healing in the practice of the religion.

Definitions

The SDPH defines "hospital" as any institution, place, building, or agency which maintains and operates organized facilities for the diagnoses, care and treatment of human illness, including convalescence and including care during and after pregnancy, or which maintains and operates organized facilities for any

Name of the home; Address of the home;

(Continued)

I-700

Name and address of foster mother, if different from name of home; Capacity or population;

The physical illness or defects of children as reported by the foster parent, physician or relative. A diagnosis is not necessary; The services offered by the home (e.g., administration of medicines, preparation of special diets, bedside care, etc.)

Case records of homes referred through the SDSW to the SDPH shall not be closed until determination has been made by the SDPH of jurisdiction under the hospital licensing law. When notification is received that the home is under the jurisdiction of the SDPH, the accredited licensing agency or the SDSW (for accredited inspection agencies) shall notify the foster mother in writing; request shall be made for return of the license (if currently in effect); notification shall be sent to the fire safety authority (if fire clearance is pending) and the case shall be closed.

I-730 MATERNITY HOMES UNDER JURISDICTION OF THE SDSW

I-730

I-700

I-700

Maternity homes are also subject to the licensing jurisdiction of the SDSW (as well as the State Department of Public Health) when such homes provide care in addition to medical or hospital care for prospective mothers under sixteen years of age, or for the newborn after the mother is discharged, or if the home engages in child placing.

Standards for maternity homes are available from the SDSW.

I-750 HOMES FOR CHILDREN UNDER THE JURISDICTION OF THE STATE DEPARTMENT OF MENTAL HYGIENE

I-750

Homes which care for the mentally deficient child, the child who is mentally ill, or the epileptic child, for compensation, are under the licensing jurisdiction of the State Department of Mental Hygiene.

I-800 WHEN LICENSE IS NOT REQUIRED

I-800

Boarding homes used exclusively by child placing agencies licensed by the SDSW are exempt from license unless the license of the child placing agency provides otherwise.

In addition the SDSW does not require a license under the following circumstances:

- A. Homes of Relatives and Guardians of person:
 - 1. No license is required for the care of brothers, sisters, nieces, nephews, grandchildren, or other near relatives, or children for whom legal guardianship of the person is held;
 - 2. No license is required for the care of aged relatives, or for the care of an aged person for whom guardianship of the person is held.

I-800 (Continued)

I-800

B. Adoptive Homes:

- 1. No license is required for the home in which a petition for adoption of the child has been filed and is pending, unless there are other foster children in the home. (However, when denial of petition is recommended by the SDSW, the foster parents will be told that a BHC license is necessary if the child remains in the home; the address of the accredited agency will be given to them and the accredited agency notified by the SDSW of the denial and reason for denial.)
- 2. No license is necessary for the adoptive home in which an adoption agency has placed a child for adoption but petition has not yet been filed.

In both of the above instances, either the SDSW or the private adoption agency has the fitness of the home in question under investigation.

C. Homes to which Juvenile Court wards have been committed:

No license is required for the care of a court ward committed by order of the court to the home and care of a specific individual (as contrasted to a court order committing the child to the care of the probation officer to be placed in a suitable home), unless the home will also care for other children not so committed to it by order of the court.

1-900 HOUSING PROJECTS AND FEDERAL JURISDICTION

I-900

Secs. 1620 and 2300 of the W&IC do not apply to boarding homes in housing projects located on land over which the United States Government has exclusive jurisdiction. It is, therefore, necessary to determine whether there is such exclusive jurisdiction.

Housing projects construed under Public Iaw 671 of June 28, 1940, by the Navy or War Departments may or may not be subject to the exclusive jurisdiction of the Federal government. Projects constructed under Public Iaw 781 of September 9, 1940, are generally not subject to the exclusive jurisdiction of the United States. However, under both Public Iaws 671 and 781, a housing project may have been constructed on land previously acquired as a military or naval reservation and the jurisdiction of the United States over the military or naval reservation would need to be determined.

On February 4, 1940, by Public Law 409, and again on October 9, 1940, by Public Law 825, it was provided that the head or other authorized agent of the government might accept exclusive or partial jurisdiction, and might indicate such acceptance by filing a notice of acceptance with the governor of the state. Until such notice of acceptance is filed, it is conclusively presumed that no such jurisdiction has been accepted.

	DELEGATION TO LO	CAL AGENCIES II-400
-400	(Continued)	II-400
	3. Family boarding homes for 2 of children	
	4. Family boarding homes for p	arents and Delegated Not Delegated
		Delegated Not Delegated
	ing to revoke a license for cause	lfare reserves the right by direct proceed after a hearing in accordance with Sechapter 5 of Part 1 of Division 3 of Title
	regulations of the State Department force and as they may be adopted	es to abide by and follow the rules and nt of Social Welfare which are now in or amended in the future, pertaining to hildren), and further agrees to use such are required.
	with such boarding home records i of Social Welfare as may be neces Records in the possession of the	lfare shall provide the accredited agency n the possession of the State Department sary for the use of the accredited agency. accredited agency shall be returned upon f Social Welfare upon the termination of
		lfare, as the principal, reserves the right gency and to examine homes licensed by the
	This agreement shall be in effect days' written notice to the other	until revoked by either party upon thirty.
	Date	(No. of Country on Otton)
		(Name of County or City)
		By Title
	Date	State Department of Social Welfare By, Director

Secs. 1622 and 2302 of the W&IC provide for state reimbursement to accredited licensing agencies in the amount found necessary by the SDSW for proper and efficient administration, but not to exceed four dollars (\$4) per month per license for services rendered as an accredited agency in licensing boarding homes for aged and children. See Chapter IX, Financial Policies and Procedures.

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CHAPTER IX

FINANCIAL POLICIES AND PROCEDURES

IX-100 SUBVENTION FOR COSTS OF ACCREDITED LICENSING AGENCY

IX-100

Sections 1622 and 2302, W&IC provide:

"....The costs of any inspection service undertaken by a county or city, with the approval of the State Department of Social Welfare, shall be borne by the State in the amount found necessary by the SDSW for proper and efficient administration, but not to exceed four dollars (\$4) per month per license. Claims shall be filed with the department at the times and in the manner specified by the department for reimbursement of the expenses incurred. If any grants-in-aid are made by the Federal Government for the support of any inspection service approved by the State Department of Social Welfare, the amount of the Federal grant shall first be applied to defer the costs of the service and the remainder of the costs, if any, shall be borne 'y the State."

IX-150 FLIGIBILITY TO SUBVENTION

IX-150

Subvention for costs is available to those cities and counties which have entered into a written contract with the SDSW, pursuant to which contract an accredited city or county agency inspects and licenses specified types of boarding homes. No subvention is available for costs of accredited agencies which inspect but do not license boarding homes. (See Chapter II, Delegation to Local Agencies)

IX-200 MONTHLY CLAIMS

IX-200

Subvention is claimed from the State by means of claims filed at the end of each month in accordance with the following sections.

IX-250 TIME LIMIT ON FILING OF MONTHLY CLAIMS

IX-250

Claims shall be submitted to the SDSW, 616 K Street, Sacramento, by the tenth day of the month following the end of the calendar month.

IX-305 METHOD OF REIMBURS EMENT AGED

IX-305

Effective October 1, 1947, one-half of the actual cost for Aged Boarding Home Inspection and Licensing Services is claimed from Federal funds and the remaining one-half of the cost is to be claimed from State funds-provided this amount does not exceed the maximum basis for State participation, namely the number of valid licenses multiplied by \$4.00.

For Example:

A.	1	-	Total cost for Aged Boarding Home Inspection and Licen	
			Services	\$500.00
	2	-	Number of Aged valid licenses in effect 100 x \$4.00 =	\$400.00
			Amount claimed from Federal funds (2 of Item 1 above)	\$250.00
	4	-	Amount claimed from State funds (Since ½ of total cost is less than the basis for State participation (Item 2) the remaining balance will be paid from State funds)	\$250.00

В.	1	-	Total cost for Aged Boarding Home Inspection and Licen	sing
			Services	\$800,00
	2	-	Number of Aged valid licenses in effect 90 x \$4.00 =	\$360.00
	3	-	Amount claimed from Federal funds	\$400.00
			$(\frac{1}{2} \text{ of Item 1 above})$	
	4	-	Amount claimed from State funds	\$360.00
			(Since ½ of the total cost is more than the basis	
			for State participation (Item 2) only the maximum	
			State basis can be claimed from State funds)	

CHILDREN'S

Effective October 1, 1947, the reimbursement for costs for the Children's Boarding Home Inspection and Licensing Services is to be based on the amount of expenditures reported on the administrative expense worksheet, but not to exceed four dollars (\$4.00) per month per license.

For Example:

A	2	Licensing Services - Number of Children's valid licenses in effect 100 x \$4.00 = - Amount claimed from State funds (Since the actual cost exceeds four dollars (\$4.00) per license, Item 2, only the State basis can be claimed from State funds, or \$400.)	\$500.00 \$400.00 \$400.00
В		- Total cost for Children's Boarding Home Inspection : Licensing Services	and \$300.00
		2 - Number of Children's valid licenses in effect 100 x \$4.00 =	\$400.00 \$300.00
)	6 - Amount claimed from State funds (Since only \$300.00 was the actual cost of administ for this program, only \$300.00 would be allowed fr funds, even though the State basis exceeds this am (Section Continu	ration om State ount)

Issued August 22, 1947

IX-305 (Continued)

IX-305

Reimbursement for Aged and Children's Boarding Home Inspection and Licensing Services is based on the amount of expenditures reported on your administrative expense worksheet for this program. If no expenditures are reported for these programs on the administrative expense worksheet, no reimbursement can be allowed for claims for reimbursement for Aged and Children's Boarding Home Inspection and Licensing Services.

A duplicate copy of the license issued by the accredited licensing agency must be on file with the SDSW to substantiate the number of valid licenses reported for the State Basis of Participation under Item 2, Forms BHA 80 and BHC 80. A license issued or in effect on the first day of the month is considered as a valid license. (See Sec. V-440, Effective Date of License.)

IX-330 NOTIFICATION TO SDSW OF DISCONTINUANCE OF LICENSE

IX-330

When a license is discontinued for any reason other than expiration of license (e.g., change in ownership or operation, change in address, death of licensee, revocation, or voluntary discontinuance), notification shall be made to the SDSW on Form BHA 82, Notice of Discontinuance of Aged Boarding Home Licenses, and Form BHC 82, Notice of Discontinuance of Children's Boarding Home Licenses, and one copy of such notification shall accompany the Monthly Affidavit.

(Forms BHA-80 and BHC-80 submitted to the SDSW.)

IX-350 FORMS TO BE USED IN FILING CLAIMS

IX-350

Claims for subvention will be honored by the SDSW only if filed on the forms prescribed by the SDSW, viz.:

Form BHA-30.1, License to Conduct a Boarding Home for Aged Persons.

Form BHC-30,1, License to Conduct a Boarding Home for Children.

Form BHA-80, Affidavit - Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered under Section 2302 of the Welfare and Institutions Code.

Form BHC-80, Affidavit - Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered under Section 1622 of the Welfare and Institutions Code.

IX-350 (Continued)

IX-350

Form BHA-82, Notice of Discontinuance of Aged Boarding Home Licenses.

Form BHC-82, Notice of Discontinuance of Children's Boarding Home Licenses.

Form BHA-83, Boarding Homes for the Aged - List of Licenses to Support Item 2 - Form BHA 80, revised October 1, 1947.

Form BHC-83, Boarding Homes for Children - List of Licenses to Support Item 2 - Form BHC 80, revised October 1, 1947.

(See forms at end of Chapter IX)

IX-400 INSTRUCTIONS FOR COMPILING FORMS

TX-400

Forms BHA-83 and BHC-83.

- Column 1. Enter case number and symbol (e.g., BHA or BHC) used by the agency in identifying cases:
- Column 2. Enter the full name of the licensee exactly as it appears on the license issued.

Entries on Forms BHA-83 and BHC-83 shall be made in case numerical order, double spaced.

Form BHA-80, Aged Affidayit.

- Item 1. Total amount paid by county for Aged Boarding Home administration. Enter the total expenditures for this program reported on the administrative expense worksheet for Salaries and Wages and Maintenance and Operation. (Same as Total Column 5, Form DFA 64A.)
 - 2. Basis for State Participation. Enter the number of valid licenses reported on Form BHA-83 and arrive at the amount by multiplying the total number of valid licenses by four dollars (\$4.00).
 - 3. Reimbursement claimed from Federal funds. Enter $\frac{1}{2}$ of Item 1 above. This amount should be the same as the amount claimed on the Administrative Expense Affidavit. ($\frac{1}{2}$ of Item 1, B, Form Ag 807.)
 - 4. Amount Due from State Funds. Enter the difference between Items 1 and 3--but this amount must not exceed Item 2 above. (See Sec. IX-500, Segregation of Aged and Children's Boarding Home Administrative Costs.)

Form BHC-80, Children's Affidavit.

- Item 1. Total amount paid by county for Children's Boarding Home Administration. Enter the total expenditures for this program reported on the administrative expense worksheet for Salaries and Wages and Maintenance and Operation. (Same as Total Column 10, Form DFA 64A.)
 - 2. Basis for State Participation. Enter the number of valid licenses reported on Form BHC-83 and arrive at the amount by multiplying the total number of valid licenses by four dollars (\$4.00).
 - 3. Amount Due from State Funds. This amount should be the same as the actual cost (Item 1 above) provided it does not exceed the State basis for participation (Item 2 above).

IX-400 (Continued)

IX-400

Forms BHA-80 and BHC-80 are affidavits and must carry the signature of the executive officer of the accredited licensing agency (e.g., County Welfare Director). The signature must be attested by a County Clerk, Notary Public, or other person authorized to administer oaths.

Forms BHA-82 and BHC-82, Notice of Discontinuance of License.

Column 1. Enter case number and symbol (BHA or BHC) used by agency in identifying case.

Column 2. Enter full name of licensee exactly as it appeared on license.

Column 3. Enter date of license terminated.

Column 4. Enter reason for discontinuance.

Forms BHA-30.1 and BHC-30.1, License to Conduct a Boarding Home. see V-440 to V-470 inclusive.

IX-450 PURCHASE OF FORMS

IX-450

Forms BHA-30.1, BHC-30.1, BHA-80, BHC-80, BHA-82 and BHC-82, BHA-83, and BHC-83 may be procured at cost from the State Bureau of Purchases, Supply Department, State Office Building No. 1, Sacramento, California.

The accredited agencies may print or have printed these forms through local facilities, provided no deviations are made from the prescribed forms unless expressly approved in writing by the SDSW.

The Department of Social Welfare

of the State of California

LICENSE

	NO.
То	NAME
	ADDRESS
	TOWN
	COUNTY
To Conduct a Boardir	ng Home for Aged Persons
	as Code of California, and the rules and regulations prescribed by the ment of Social Welfare.
This license authorizes the care of aged person	as as follows only:
Number	Other Limitation
LICENSE HOLDER SHALL NO	OT VIOLATE TERMS OF THIS LICENSE
	STATE DEPARTMENT OF SOCIAL WELFARE
Date Issued	
	Director
Date Expires	Ву
This license is for above person and address only and is not transferable	Name of Accredited Agency
	Executive Officer

BHA 30.1. REV. 8-46

The Department of Social Welfare

OF THE

STATE OF CALIFORNIA

Hereby Issues LIC	CENSE No.	
To	NAME	
	ADDRESS	
	TOWN	
	COUNTY	
in accordance with Section 1620 of	f the Welfare and Institutions Code of California, ribed by the State Department of Social Welfare.	
This license authorizes the care of children wi	ithin these limitations only:	
	Type of Care	
LICENSE HOLDER SHALL N	NOT VIOLATE TERMS OF THIS LICENSE	
	STATE DEPARTMENT OF SOCIAL WELFARE	
Date Issued	Directo	
Date Expires	Bv_	
This license is for above person and address only and is not transferable	Name of Accredited Agency	
and is not transferable	Executive Officer	

AFFIDAVIT - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING SERVICES RENDERED UNDER SECTION 2302 OF THE WELFARE AND INSTITUTIONS CODE

(Boarding Homes for the Aged)

COUNTY OR CITY AGENCY (FOR STATE USE ONLY) FISCAL YEAR FOR THE MONTH OF ___ TOTAL AMOUNT PAID BY AGENCY FOR AGED BOARDING HOME ADMINISTRATION.
(TOTAL COL. 5, FORM DFA 64A) BASIS FOR STATE PARTICIPATION (NO. OF VALID LICENSES DURING MONTH ___ (SAME AS TOTAL ON BHA 80) 3. REIMBURSEMENT CLAIMED FROM FEDERAL FUNDS (SAME AS 1/2 OF 17EM 1, B, FORM AG 807 AND 1/2 TOTAL OF COL. 5, FORM DFA 64A) AMOUNT DUE FROM STATE FUNDS
(DIFFERENCE BETWEEN ITEMS | AND 3 BUT NOT TO EXCEED ITEM 2) FOR STATE USE ONLY STATE OF CALIFORNIA COUNTY OF , BEING DULY SWORN, DEPOSE AND SAY: THAT

I AM THE EXECUTIVE OFFICER OF THE CITY OR COUNTY AGENCY ACCREDITED AND APPROVED BY THE STATE DEPARTMENT OF

SOCIAL WELFARE TO PERFORM INSPECTION AND LICENSING FUNCTIONS UNDER CHAPTER 11, DIVISION 3 OF THE WELFARE AND

INSTITUTIONS CODE. THAT I HAVE FULLY COMPLIED WITH THE LAW, RULES AND REGULATIONS GOVERNING THESE INSPECTION

AND LICENSING FUNCTIONS. THAT THE LICENSESS WHOSE NAMES APPEAR ON THE REPORT HERETO ATTACHED HELD VALID

LICENSES DURING THE MONTH FOR WHICH REIMBURSEMENT IS HEREBY CLAIMED. SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY EXECUTIVE OFFICER OF THE ACCREDITED AGENCY ., 19 TITLE TITLE_ FOR STATE USE ONLY I HEREBY CERTIFY THAT THERE IS A BALANCE OF STATE FUNDS, APPROPRIATED BY CHAPTER 510 STATUTES OF 1947, SUFFICIENT TO FINANCE PAYMENTS OF THE \$_____CLAIMED IN ITEM 4. THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST SUPPORT-ING DOCUMENTARY EVIDENCE AND SUBJECT TO FIELD AUDIT, IS APPROVED FOR PAYMENT. _DATE_ __DATE___ DEPARTMENTAL ACCOUNTING OFFICER SUPERVISOR, BUREAU OF AUDIT DATE RELEASED SIGNATURE CLAIM NO.

AFFIDAVIT -- MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING SERVICES RENDERED UNDER SECTION 1622 OF THE WELFARE AND INSTITUTIONS CODE

BOARDING HOMES FOR CHILDREN

for the Month of	, 19 Fiscal Year (FOR STATE USE CNLY)
ount paid by Agency For s Boarding Home Administration ol. 10, DFA 64A)	. *
R STATE PARTICIPATION VALID LICENSES DURING MONTH TOTAL ON BHC 83)	\$
UE FROM STATE FUNDS ABOVE BUT NOT TO EXCEED	\$
FOR STAT	E USE ONLY
ARE OF ADJUSTMENTS	. \$
AMOUNT DUE FROM STATE FUNDS.	
A	
)ss
	.)
sing functions. That t	rules and regulations governing these in- the licensees whose names appear on the es during the month for which reimbursement day
, 19	
	EXECUTIVE OFFICER OF THE ACCREDITED AGENCY
	Title
FOR STATE	E USE ONLY
BEEN VERIFIED AGAINST SUP- ENCE AND SUBJECT TO FIELD AYMENT &	I HEREBY CERTIFY THAT THERE IS A BALANCE OF STATE FUNDS, APPROPRIATED BY CHAPTER 509
	STATUTES OF 1947, SUFFICIENT TO FINANCE PAYMENT
DATE	of the \$CLAIMED.
DITS	DEPARTMENTAL ACCOUNTING OFFICER
DATE RELEASED	SIGNATURE

Forward One Copy to State Department of Social Welfare Sacramento 14, California

NOTICE OF DISCONTINUANCE OF AGED BOARDING HOME LICENSES

	FROM	CO	UNTY
TO	ACCOMPANY		CLAIM
10	110001111111111111111111111111111111111	(Month)	

	(Month)							
Case umber	Name of Licensee	Date of Discontinuance	4 Reason for Discontinuance					

Forward One Copy to State Department of Social Welfare Sacramento 14, California

NOTICE OF DISCONTINUANCE OF CHILDREN'S BOARDING HOME LICENSES

	FROM	COUNTY					
	TO ACCOMPANY	(Month)	CLAIM				
l Case Number	Name of Licensee	Date of Discontinuance	4 Reason for Discontinuance				

Form BHC-82, Revised October, 1947 Notice of Discontinuance to accompany Form BHC-80

BOARDING HOMES FOR THE AGED

Li	List of Licenses to Support Item 2, Form BHA 80 (Revised Oct. 1, 1947)								
	From			Count	cy or City Age	ency			
		for the	Month of	,	19				
FORWAR	D TWO COPI	ES WITH BHA-80 T	O THE STATE DEPARTM	ENT OF SOCIAL WEL	FARE, SACRAMENTO,	CALIFORNIA			
1 Case No.		Name of Lic	ensee	Case No.	Name of I	Licensee			
0000 110									

BOARDING HOMES FOR CHILDREN

List	of	Licenses	to	Support	Item	2,	BHC	80,	Revised	Oct.	1,	1947
------	----	----------	----	---------	------	----	-----	-----	---------	------	----	------

From_		County or	City	Agency
	For the Month of	, 19		

FORWARD TWO COPIES WITH FORM BHC 80 TO THE STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO, CALIFORNIA

l Case No.	Name of Licensee	Case No.	Name of Licensee
case No.	Name of Dicersee	Oase No.	Tallo of Effolisoo
		V/ ,	

FORM BHC 83, EFFECTIVE OCTOBER 1, 1947

Page No.

X-200 (Continued)

X-200

the SDSW may proceed without a hearing. If the respondent fails to file a "Notice of Defense" or to appear at the hearing, the agency (SDSW) may take action based upon the respondent's express admission or upon other evidence, and affidavits may be used as evidence without any notice to the respondent; where the burden of proof is on the respondent to establish that he is entitled to the agency action sought, the agency may act without taking evidence. Nothing herein shall be construed to deprive the respondent of the right to make any showing by way of mitigation. The "Notice of Defense" shall be a form provided by the SDSW which, when signed by or on behalf of the licensee, will acknowledge service of the "Accusation." In the "Notice of Defense" the respondent may: request a hearing, object to or admit the accusation, or present new matter by way of defense.

Notice of Hearing:

Upon receipt of the "Notice of Defense" the SDSW shall determine the time and place of the hearing, and shall deliver a "Notice of Hearing" to all parties at least ten days prior to the hearing. The "Notice of Hearing" shall include the following minimum infermation:

"You are hereby notified that a hearing will be held
before the State Social Welfare Board on the
day of, 19, at the hour of,
at (here insert place of hearing) upon
the charges made in the accusation served upon you.
You may be present at the hearing, may be but need
not be represented by counsel, may present any rel-
evant evidence, and will be given a full opportunity
to cross-examine all witnesses testifying against
you. You are entitled to the issuance of subpoenas
to compel the attendance of witnesses and the production
of books, documents or other things by applying to the
Director of Social Welfare, 616 K Street, Sacramento,
California."

Amended Accusation:

Any time before the matter is submitted for decision, the SDSW may file an "Amended Accusation." All parties shall be notified thereof. If new charges are presented, the licensee shall be given opportunity to prepare his defense, but he shall not be entitled to file a further pleading unless the SDSW in its discretion so allows.

X-200 (Continued)

X-200

Hearings:

Hearings are normally held in Los Angeles, San Francisco or Sacramento, depending on the licensee's county of residence. All hearings under this Chapter are held in public. At the time of the hearing a hearing officer who must be an officer filling requirements of the State Personnel Board shall temporarily preside over the State Social Welfare Board for the purpose of conducting the hearing, of ruling on the admissibility of evidence, and of advising the Board on questions of law.

Decision:

The hearing officer shall have no vote in arriving at the Board's decision. The decision shall become effective thirty days after service thereof on the licensee, unless the hearing body determines a different effective date. The decision shall be in writing and shall contain findings of fact, determination of the issues presented and penalty if any.

Hearing Officers

The State Department of Professional and Vocational Standards has the responsibility of supplying hearing officers, but any agency requiring a full-time hearing officer may appoint a qualified agency hearing officer. (Government Code 11500-11528)

X-250 PREPARATION OF CASE FOR REVOCATION

X-250

Investigation:

Upon determination by the accredited licensing or inspection agency that cause exists for the revocation of a license the SDSW shall be so notified. The SDSW will review the case record, discuss the case with the accredited agency, interview the licensee, and make or have made by the local agency such collatoral investigations as appear necessary. Specific facts and dates must be secured, and affidavits may be obtained.

Report:

A report will be made by the SDSW concerning the history of licensing action, the cause that exists for revocation, the acts and omissions with which the licensee is charged, the factual record of attempts made to bring the situation into conformity, and the provisions of the law or standards with which the licensee fails to comply.

X-300 APPEAL FROM DENIAL OR MODIFICATION OF LICENSE

X-300

An appeal will not be accepted from the denial of an original application for license. The SDSW will promptly investigate complaints regarding the denial of a new application and the decision of the SDSW is final with respect to such complaints.

A licensee may appeal to the SDSW from the denial or modification of a renewal license. If the appeal cannot be adjusted satisfactorily, a hearing before the SSWB is scheduled.

For the purpose of this section, a renewal application shall be defined as one filed prior to the expiration of an existing license, by the same operator or foster mother, for the same type of service (care of aged or care of children) at the same address. (W&IC 1624, 2304)

X-350 APPEAL PROCEDURE

X-350

The hearing procedure in the case of appeal from denial or modification of a renewal license is the same as that outlined in Sec. X-200, Revocation Procedure, except that an "Accusation" and "Notice of Defense" are not required. After notice in writing by the licensee that a formal hearing is desired, petitioner is sent a statement of "Issues to be Determined" and a "Notice of Hearing" at least ten days before the hearing. The "Notice of Hearing" is similar to that outlined under Sec. X-200, Revocation Procedure. (Government Code 11504)

The statement of "Issues to be Determined" shall be a written statement specifying the statutes and rules and regulations with which the respondent must show compliance by producing proof at the hearing. In addition the statement of issues may include any particular matters which have come to the attention of the initiating party which would authorize a denial of license.

The statement of issues shall be verified unless made by a public officer acting in his official capacity or by an employee of the agency before which the proceeding is to be held. The verification may be on information and belief.

If the respondent fails to appear at the hearing the SDSW may act without taking evidence.

I INSTITUTIONS AND BOARDING HOME FOR AGED PERSONS -W&IC, SECS. 2300-2311

LAWS RELATING TO THE DEPARTMENT OF SOCIAL WELFARE

(Extract from Welfare and Institutions Code)

DIVISION III. AGED PERSONS

Chapter 2. Institutions and Boarding Homes for Aged Persons

2300. No person, association or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person.

2301. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 2300 of this code, and the department may, by a member or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

2302. The State Department of Social Welfare may inspect, examine and license under this chapter or any county or city may establish, and the State Department of Social Welfare may accredit and approve, a county or city inspection service to perform such functions under this chapter.

If any county or city establishes an inspection service, and such service is approved by the State Department of Social Welfare, the inspection may be made either by a health department having at least one regularly licensed physician, or a qualified social service department.

The inspection service shall conform to the requirements of this chapter and to the rules of the State Department of Social Welfare.

The costs of any inspection service undertaken by a county or city, with the approval of the State Department of Social Welfare, shall be borne by the State in the amount found necessary by the SDSW for proper and efficient administration, but not to exceed four dollars (\$4) per month per license. Claims shall be filed with the department at the times and in the manner specified by the department for reimbursement of the expenses incurred. If any grants-in-aid are made by the Federal Government for the support of any inspection service approved by the State Department of Social Welfare, the amount of the Federal grant shall first be applied to defer the costs of the service and the remainder of the costs, if any, shall be borne by the State.

2303. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

INSTITUTIONS FOR CHILD CARE, AND HOME-FINDING AGENCIES WEIG SECS, 1620-1631

IV

LAWS RELATING TO THE DEPARTMENT OF SOCIAL WELFARE

(Extract from Welfare and Institutions Code)
DIVISION II. CHILDREN

PART 3. INSTITUTIONS FOR CHILD CARE, AND HOME-FINDING AGENCIES
Chapter 1. Licenses and Inspection

1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

- (a) Maintain or conduct any institution, boarding home, day nursery, school other than a school conducted by an established religious organization or other place for the reception, care or education of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.
- 1621. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 1620 of this code and the department may, by a member, or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.
- 1622. The State Department of Social Welfare may inspect, examine and license under this chapter or any county or city may establish, and the State Department of Social Welfare may accredit and approve, a county or city inspection service to perform such functions under this chapter.

If any county or city establishes an inspection service, and such service is approved by the State Department of Social Welfare, the inspection may be made by a health department having at least one regularly licensed physician, or a qualified social service department.

The inspection service shall conform to the requirements of this chapter and to the rules of the State Department of Social Welfare.

The costs of any inspection service undertaken by a county or city, with the approval of the State Department of Social Welfare, shall be borne by the State in the amount found necessary by the SDSW for proper and efficient administration, but not to exceed four dollars (\$4) per month per license. Claims shall be filed with the department at the time and in the manner specified by the department for reimbursement of the expenses incurred. If any grants-in-aid are made

IV (Continued)

IV

by the Federal Government for the support of any inspection service approved by the State Department of Social Welfare, the amount of the Federal grant shall first be applied to defer the costs of the service and the remainder of the costs, if any, shall be borne by the State.

1622.5 Any holder of a valid license issued by the State Department of Social Welfare, which authorizes the licensee to engage in any of the functions specified in subdivision (b) of Section 1620 may, unless the license provides otherwise, place children in any boarding home selected and exclusively used for the reception and care of children placed by such licensee. A boarding home selected by such licensee shall not, during the time it is used exclusively for such placements or care, be subject to the provisions of subdivision (a) of Section 1620 or Section 1629. Nothing herein contained shall divest local authorities of their regulatory powers as contemplated by Section 1631.

1623. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

1624. Application for renewal of a permit or license shall be filed 10 days prior to its expiration each year. If the application is not so filed, the license or permit is automatically canceled. Where a hearing is held under this section the proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein. (Amended Stats. 1945, Ch. 876.)

1625. Permits or licenses may be revoked for cause after a hearing before the State Department of Social Welfare or an approved and accredited inspection service. The proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein. (Amended Stats. 1945, Ch. 876.)

1626. No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in Section 1620 of this code nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare, or of an approved or accredited inspection service.

1627. Every holder of a permit or license shall maintain a register setting forth the following facts concerning each child under the age of sixteen years received or cared for, or placed in any home by such license holder:

- (a) Name.
- (b) Last previous address.
- (c) Age.
- (d) Nearest of kin.
- (e) Mother's maiden name.
- (f) Person responsible for his care and maintenance.
- (g) Such other data as the State Department of Social Welfare requires.

IV (Continued)

IV

- 1628. Upon the occurrence of any deaths of children or changes in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued.
- 1629. Any person, association, or corporation that maintains, conducts, or, as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place or the performance of any service specified in Section 1620 of this code without first having secured a license or permit therefor in writing, or refuses to permit or interferes with the inspection authorized in Section 1621 of this code, is guilty of a misdemeanor.
- 1630. The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter.
- 1631. The provisions of this chapter shall not prevent local authorities of any city or city and county within the reasonable exercise of the police power from adopting rules and regulations, by ordinance or resolution, prescribing standards of sanitation, health and hygiene for institutions, boarding homes, day nurseries or other places for the reception or care of children under 16 years of age, not in conflict with the provisions of this chapter, and requiring a local health permit to maintain or conduct any such institution, boarding home or day nursery within such city or city and county. (Added Stats. 1945, Ch. 132.)

VII (Continued)

VII

B. DIGEST OF WELFARE AND INSTITUTIONS CODE AND STANDARDS FOR FOSTER HOME CARE FOR CHILDREN (REVISED AUGUST, 1946)

FOREWORD:

It is preferable that children grow up with their own parents in their own homes. However, for various reasons some children must be cared for in homes other than their own, either for a few hours each day, or on a full-time basis for a short or long period of time. When foster home care is necessary, the best possible substitute for the child's own home must be found.

Foster home care is something more than feeding children, providing good housing, and keeping them occupied; foster parents must be sincerely interested in children and have some insight into a child's mind and feelings and know how to help him. A child must be fully accepted into the foster home and treated as an own child, and at the same time the relationship of the child to his own family must be strengthened wherever this is possible.

It takes a very special kind of person to be a good foster mother and father, and not all good parents nor all good homes fill the requirements.

Placement of a child in a foster home for even a short period of care is a great responsibility. An agency or parent must know beforehand that the home is a good home. To help determine this and to guide foster parents and agencies responsible for selecting homes, these standards have been devised by the State Department of Social Welfare.

PROVISIONS OF WELFARE AND INSTITUTIONS CODE:

Need for License:

1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department;

- (a) Maintain or conduct any institution, boarding home, day nursery, school other than a school conducted by an established religious organization, or other place for the reception, care or education of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.